



**Terms of Reference
United Nations Population Fund (UNFPA) Tanzania**

POST TITLE:	Finance Analyst
CATEGORY:	ICS-8 / NO A
POST TYPE:	Fixed Term
DUTY STATION:	Dar-Es-Salaam, Tanzania
DURATION:	One year fixed term initially
ORGANIZATIONAL UNIT:	Operations
REPORTS TO:	Operations Manager
CLOSING DATE:	19 February 2015

Organizational Context:

Under the overall guidance and direct supervision of the Operations Manager, the Finance Analyst is responsible for effective delivery of financial services, transparent utilization of financial resources and management of the CO Finance Unit. He/she analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UNFPA rules and regulations.

The Finance Analyst supervises and leads staff in the Finance unit. He/she works in close collaboration with the operations, programme and project teams in the Country Office (CO) and with UNFPA HQs staff and Government officials ensuring successful Country Office (CO) performance in Finance.

Duties & Responsibilities:

Summary of key functions:

- Effective and accurate financial resources management and oversight
- Implementation of operational and financial management strategies
- Control of CO accounts
- Control of CO cash management
- Capacity building and knowledge sharing.

1. Ensure effective and accurate financial resources management and oversight, focusing on achievement of the following results:

- a) Financial resources management through planning, guiding, controlling of the resources in accordance with UNFPA rules and regulations.
- b) Preparation and monitoring of budgets of management projects.
- c) Establishment of the development projects' budgets preparation/modification monitoring system, control of budgetary status versus authorized spending limits (ASL) and budgets delivery levels.
- d) Elaboration of proper mechanisms to eliminate deficiencies in budget management.
- e) Processing of cost-recovery bills in Atlas for the services provided by UNDP.
- f) Carry out financial analysis and ensure oversight of all resources managed by the CO and provision of high-quality professional advice to the CO management.

- g) Supervise timely production of accurate donor reports.
- h) Undertake continuous analysis and monitoring of the CO's financial situation, and preparation of regular updates on the status of financial resources.
- i) Ensure full compliance, of financial activities, financial recording/reporting systems with UNFPA's rules, regulations, policies and strategies; proper design and functioning of the financial resources management.
- j) Implement effective internal controls; act as Global Directory focal point.
- k) Serve as focal point for audits, both HACT and DAO, including coordination of HACT audit visits, training and support to staff and Implementing Partners, coordination of responses to audit observations, follow on implementation of audit recommendations, maintenance of HACT Database/CARDS, etc.

2. Implement operational and financial management strategies; adapt processes and procedures to maximize effectiveness and efficiency focusing on achievement of the following results:

- a) Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UN rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- b) Conduct CO finance business processes mapping and elaboration/establishment of internal Standard Operating Procedures in Finance, control of the workflows in the Finance Unit
- c) Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects.
- d) Elaboration of the framework and conditions of contributions within the CO resources mobilization efforts.
- e) Elaboration and implementation of cost saving and reduction strategies.
- f) Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNFPA staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.
- g) Supervise delivery of effective and efficient financial services to UNFPA's staff and clients (payments, F10 settlements, reversals, petty cash, vendor initiation, etc.)
- h) Establish internal expenditures' control system which ensures that all transactions are duly authorized; AP vouchers are matched and posted; payrolls are posted; travel claims and other entitlements are duly processed; receipting of goods and services and establishment of accruals are properly done in compliance with IPSAS and UNFPA rules, policies and procedures.
- i) Facilitate effective budget management of office resources; elaborate proper mechanisms to eliminate deficiencies in budget management.
- j) Supervise members of Finance team; manage workflow in the unit, serve as a coach and mentor to the members of the Finance team.
- k) Backstop Operations Manager at the time of his/her absence

3. Exercise proper control of CO accounts, focusing on achievement of the following results:

- a) Build systems and procedures to ensure proper use and regular reconciliation of balance sheet accounts; organize timely collection of receivables and settlement of liabilities
- b) Ensure oversight of Operating Fund Account (OFA); ensure full compliance of CO transactions with OFA policy; overview regular reconciliations of OFA accounts.

- c) Coordinate financial closure activities and submission of all due certifications to HQ; overview preparation of monthly, quarterly and annual accountability checklists.
- d) Ensure correct coding of all CO transactions by chart of account elements including oversight over correct use of account and implementing agency codes.
- e) Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- f) Control of the Accounts Receivables and maintenance of the General Ledger.

4. Ensures proper CO cash management focusing on achievement of the following results:

- a) Timely review of cash position for local mobile banking account to ensure sufficient funds on hand for disbursements for workshop allowances. Timely identification and recording of receipts for income application.
- b) Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNFPA staff at HQ on the results of the investigation when satisfactory answers are not obtained.
- c) Primary contact with mobile bank management on routine operational matters including negotiation of rate on transactions.
- d) Transaction and stop payment approval on mobile banking systems.
- e) Approval and submission of monthly mobile account reports to management.
- f) Timely and accurate approval of mobile account reconciliation, including documented review of exceptions.
- g) Timely preparation of monthly workshop allowances cashflow forecast for use by Operations Manager and Programme Specialists. Liaison with programme units to obtain estimate of their cash requirements.
- h) Role as cashier for cash disbursements made on site.

5. Facilitate building and sharing knowledge of finance among CO staff:

- a) Serve as ATLAS and IPSAS alternate learning focal point; stay abreast of new IPSAS-related policies and ATLAS upgrades; organize regular learning events for staff.
- b) Organization of trainings for the operations/ projects staff on Finance.
- c) Synthesis of lessons learned and best practices in Finance.
- d) Sound contributions to knowledge networks and communities of practice.

REQUIRED COMPETENCIES:

CORE COMPETENCIES:

- ❖ Working in teams
- ❖ Communicating information and ideas/Knowledge sharing
- ❖ Appropriate and transparent decision-making
- ❖ Analytical and Strategic Thinking/Results Orientation
- ❖ Commitment to Excellence
- ❖ Performance Management

FUNCTIONAL COMPETENCIES:

- ❖ Business acumen

- ❖ Implementing management systems
- ❖ Innovation and marketing of new approaches
- ❖ Client orientation
- ❖ Organizational awareness
- ❖ Job knowledge / technical expertise

Qualifications and Experience Required:

Education:

Advanced (Masters) University Degree in Finance/Accounting, Business or Public Administration from an internationally recognized university/institute of accountancy.

Experience:

A minimum of 6 years of relevant experience in providing financial management services and operational systems.

Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials, preferably PeopleSoft.

Experience of IPSAS is required for external candidates.

Language Requirements:

Fluency in English and Kiswahili

How to Apply:

Applicants are kindly requested to send their CV and P11 form which can be accessed through <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc> along with a cover letter to UNFPA's Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 19 February 2015. Please indicate clearly in the cover letter the post reference, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interview.