



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

I. Position Information

Job Title: Finance Analyst, Department: Financial Resources Management Section Reports to: Deputy Chief and Team Lead- Policy and Quality Assurance Pillar	Grade Level: P2 Bureau: UNV	Position Number: n/a Position designation: With no mobility requirement Duty Station: Bonn, Germany
Career Track: Junior Professional Officer Career Stream: (include thematic area for Policy/Programme Career Stream; and functional group for Corporate Operations Career Stream) Contract Modality: FTA International (JPO) Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement		

II. Background and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals' excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP/UNV staff members and are actively involved in supporting the design and implementation of UNDP/UNV programs within UNV headquarters, regional or Field units. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP/UNV you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including:

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities.
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment (if no participation before)
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP/UNV colleagues
- Mentoring programme
- Other training and learning opportunities.



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

Organizational context

UNV's Management Services hold the responsibility for the strategic planning, managerial leadership, oversight and quality control of an integrated platform of operational services ensuring timely, effective and efficient delivery according to corporate performance standards and in compliance with the UN Regulations and Rules and UNDP's accountability framework.

The Financial Resources Management Section (FRMS) is integrated by the following three teams: Policy and Quality Assurance Management; Financial Performance, Accounting and Reporting, and Budget and Financial Resources Management.

III. Position Purpose

Under the Deputy Chief and Team Leader of Policy and Quality Assurance Management, the Finance Analyst supports and contributes to the improvement and strengthening of the quality assurance mechanisms pertaining to applicable financial policies and procedures across various functional domains based on in-depth analyses and innovative approaches. The Finance Analyst supervises and guides technical support staff for operational financial services management. S/he works in close collaboration with UNV's organizational units and teams and provide relevant advice to meet complex organizational demands while identifying gaps and preparing recommendations for policy and processes improvements.

S/he foster a customer-focused approach by leveraging use of technological solutions to enhance financial management performance, policy development and quality assurance across UNV.

IV. Key Duties and Accountabilities

1.) Financial management, governance and implementation

Example of Duties:

- Ensure full compliance with UN/UNDP rules, regulations, and processes under IPSAS as well as applicable policies of financial activities and financial recording/reporting system;
- Support extensively for pre and post audit requirements and proactively monitor both internal and external audit directives to ensure alignment between existing policies and emerging requirements; suggest corrective actions for any inconsistencies and notify the supervisor about potential risks to the organization.
- Assist the Deputy Chief in offering technical leadership and direction to the team in establishing crucial performance benchmarks and management objectives. Ensure the seamless integration of new functions and processes, while fostering and preserving an ongoing culture of business improvements.
- Utilize ERP capabilities or explore other innovative strategies to enhance business outcomes, streamline transaction and reporting procedures to institutionalize a system of exceptions reporting/management and elevate client service quality.
- Work closely with the Identity and Access Management (IDAM) Security Team, ensure regular mapping of IDAM data access against IDAM roles and reconciliation with ICF roles;
- Review standard operating procedures (SOPs) and workflows to detect and suggest solutions for bottlenecks and further refinements through proactive collaboration with the supervisor and relevant FRMS teams and optimizing the utilization of new technology platforms.
- Using the assigned delegation of authority, validate the consistent application of Standard Operating Procedures (SOPs), UNDP rules, regulations, policies and procedures, particularly with clarity and consistency to IPSAS principles.
- Assist supervisor in the review of corporate agreements (where applicable), non-standard terms and conditions and exceptions proposed to the internal control framework;
- Perform Manager Level 1 rights, as required;



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

2.) Support to Policy advisory and Quality Assurance	
Example of Duties:	<ul style="list-style-type: none"> • Keep abreast of changes in UNDP financial management policies and their applicability to UNV operations. • Support and strengthen the implementation of internal control framework (ICF) and policies, as per assigned roles under corporate ERP or other digital solutions/platforms like UNall/IDAM including analysing new requests vis-à-vis ICF requirements regarding segregation of duties and/or the performance of control functions and submitting to supervisor for consideration. • Contribute to establish a system of maintaining internal control architecture documentation like regularly reviewing user access lists; developing and maintaining ICF Annexes (both Quantum related and offline) and Delegation of Authorities. • Provide well-researched inputs to the development of new policies/toolkits/guidance documents and review of existing ones (e.g., cost-recovery policy; budgeting policy/guidance; treasury related SOPs and guidance notes and alike). Also assist supervisor to design FRM knowledge management repository for improved client's experiences. • Review and provide relevant inputs to the Team Lead on the review of cost-recovery waiver requests. • Ensure adherence of the actual cost-recovery results to the standing policies, ensure regular spot-check analysis and alert the supervisor in a timely fashion on exceptions and propose remedial actions;
3.) Financial operations management	
Example of Duties:	<ul style="list-style-type: none"> • Oversee the Treasury, Accounts payable and global payroll functions. • Monitor data integrity for early risk detection, escalate and propose mitigating measures to the team lead. • Ensure the financial, administrative and treasury monitoring, and controls are of the highest standards and aligned to the UNDP's policies, including greater consistency of application of applicable accounting, budgetary and cost recovery standards. • Ensure the seamless execution of accounts payable, treasury and global payroll functions within established procedures and timeframes. Notify the supervisor of any obstacles and offer solutions. • Ensure and check adherence to compliance, thoroughness and completeness of the expected outcomes of treasury/payment/payroll related functional areas are achieved by assigned staff under supervision as per their assigned responsibilities.
4.) Knowledge management	
Example of Duties:	<ul style="list-style-type: none"> • Support to promote knowledge and content management by ensuring (i) knowledge content within functional area is continuously updated and available to colleagues and clients (ii) best practices are continuously identified, documented and distributed and (iii) appropriate and up-to-date information and learning tools are available to the UNV staff. • Contribute to the development of innovative approaches to improve institutional financial processes by providing quality inputs on best practices. • Act as resource person for training of UNV personnel on respective financial management and internal control areas. • Synthesize lessons learned and best practices in quality assurance and financial policy management. • Provide sound contributions to knowledge networks and communities of practice.
Supervisory/Managerial Responsibilities: NA	
V. Requirements:	
MBA (major in accounting and/or Finance) or Master's degree in Finance or Accounting, or a Professional accounting qualification/diploma from an internationally recognized institute of accountancy (e.g., ACCA Diploma	



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

of Financial Management with UNDP FTCP Programme or Chartered Accountant or Certified Public Accountant etc.).

Education

MBA (major in accounting and/or Finance) or Master's degree in Finance or Accounting, or a Professional accounting qualification/diploma from an internationally recognized institute of accountancy (e.g., ACCA Diploma of Financial Management with UNDP FTCP Programme or Chartered Accountant or Certified Public Accountant etc.).

Experience, Knowledge, and Skills

List:

- Minimum of 2 years of relevant experience in providing financial management advisory services; Experience with International Public Sector Accounting Standards (IPSAS) and/or International Financial Reporting Standards (IFRS); Experience working with Enterprise Resource Planning (ERP) systems;
- Candidates with master's in finance with no accountancy qualification but with relevant experience, must successfully undertake the Advanced Accountancy and Finance Test (AAFT) before eligible; Knowledge of UN/UNDP financial rules and regulations is a major asset; Language requirements: Fluency in English is required; Knowledge of additional official UN languages is an asset.

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, plans and organizes time effectively, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas and seeks continuous improvement/open to innovative approaches, calculates known risks, evaluates options objectively, demonstrates good judgement, demonstrates systematic and integrative thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitates conversations to bridge differences and build trust, considers diversity and inclusion in decision making

Cross-Functional & Technical competencies

Thematic Area	Name	Definition
Business development	Collective intelligence design	Ability to bringing together diverse groups of people, data, information or ideas, and technology to design services or solutions
Business development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need
Finance	Accounting (General)	Knowledge of accounting concepts, principles, frameworks, standards, regulations, policies and trends, and ability to apply this to strategic and/or practical situations
Finance	Budget Management	Ability to support budgetary aspects of work planning process, drawing and management of team budgets



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

Finance	Financial and process innovation	Financial and business process engineering expertise required to innovate, design, change and implement new financial business models, financial instruments, financing opportunities, business processes, policies and procedures, and technological solutions
---------	----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

VI. Keywords

- Finance
- Accounting
- Budget management
- Cost recovery
- Financial processes