



TERMS OF REFERENCE

Junior Professional Officer (JPO) Associate Finance Officer (Finance and ERP – Payables and EB) P2

Organizational Unit:

Governance Services Department (GS)/ Finance Section (FIN)

Responsibilities:

Under the overall supervision of the Chief of Finance, the incumbent will perform the following tasks:

1. To assist the Finance Section in the processes related to extrabudgetary activities, including receipt and monitoring of extrabudgetary contributions, review and analysis of Trust Funds, clean-up of historical Trust Fund information and assisting in donor reporting activities;
2. To assist the Finance Section in projects to improve the effectiveness and efficiency of the underlying business process. Some specific areas potentially foreseen include the automation of the payables and payment processes and to update business process documentation;
3. To extract information from the ERP system, consolidate and prepare specific ad hoc reports for the Finance Section, Department Directors and Executive Management; To perform complex data analysis, prepare and analyze statistical data extracted from the ERP system, and carry out reconciliations related to financial records from the ERP;
4. To assist the Finance Section in analysis of master data within the ERP system, with specific reference to banking, supplier, and donor master data and set-up, in order to support the analysis, cleaning, and migration of data within the current ERP system;
5. To define or review business process requirements related to the implementation of the new ERP system or to improve the use of the current ERP system in support of the activities of the Finance Section; to perform the role of a project team member related to the implementation of the new ERP system, including defining and performing test scenarios and participating in user sessions;
6. To learn the daily operational functions of members of Finance Section staff to act as a back-up and to free up other staff members to support the ERP implementation project as needed, and
7. To perform any other duties as required.

Qualifications:

Education: Master's degree or equivalent in Accounting, Finance, Business Administration or a closely related field, coupled with professional certification (i.e. Certified Public Accountant).

Experience: At least two years of progressively responsible experience in accounting, finance, and general administration, including at least five years in an international organization. Demonstrated knowledge and proven hands-on experience of the International Public Sector Accounting Standards (IPSAS). Experience in the implementation of an ERP system and/or experience in the operational use of Oracle Financials and/or similar systems are definite advantages.

Language: Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

Learning Elements:

On completion of the assignment, the JPO will have:

- Deep understanding of Finance knowledge and skills.
- Comprehend applicable WMO Finance Rules, FIN Standing Instructions etc, and a general understanding of UN Finance processes and policies.
- Complete WMO mandatory trainings.
- Carry out the main Finance processes and understand the challenges of Finance Management in a multicultural environment of an international specialized UN Organization.
- Demonstrate strong oral and written communication skills, and opportunity to attend UN language training organized by UNOG.
- Develop and maintain relations with various stakeholders and develop networks with considerable insight into the finance practice within the UN system.