



## Finance Associate

<b>Job title:</b>	<b>Finance Associate</b>
<b>Level:</b>	<b>SB3</b>
<b>Position Number:</b>	<b>00140040</b>
<b>Location:</b>	<b>Rabat, Morocco</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Finance Associate is responsible for implementing the organizational financial rules and regulations in the UNFPA's programme programme "**Promotion of the Rights to Sexual and Reproductive Health of Women and Girls and Gender Equality in Morocco**". S/he will deliver quality financial services in adherence to relevant policies and standards established by the HQs and apply finance-related guidelines, processes and procedures to the UNFPA CO activities.

S/he will report directly to the Admin/Finance Associate with close collaboration with the Programme Coordinator at SB4 Level.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

In the UNFPA Country Office in Morocco and in the context of the implementation of the 9th Country Programme (2018-2017), and as part of the project "Promotion of Gender Equality and Sexual Reproductive Health and Rights of Women and Young Girls in Morocco", s/he will play a vital role in ensuring the smooth provision of critical financial services to the UNFPA Morocco as well as national counterparts. S/he will build close relationships with CO programme and operations teams, for efficient and effective delivery of quality finance services.



S/he will provide quality support to ensure accurate and reliable financial data and information are available and reported in a timely manner with required quality checks, in line with UNFPA guidelines and procedures.

S/he will be responsible for:

### **1. Programme financial support**

- Perform analysis and processing of all payments relating to financial transactions while ensuring compliance with policies, procedures, and internal controls;
- Prepare and accurately maintain CO financial records in a transparent and auditable manner as prescribed by UNFPA Financial Rules, Regulations, Policies and strategies;
- Draft accurate donor financial report in collaboration with programme team, as required by donors;
- Follow-up on the recording of refunds through Accounts Receivables;

### **2. Office financial support**

- Ensure swift processing of payment requests and timely notifications to vendors, including the necessary follow up with UNDP Finance to avoid delays;
- Participate in HACT spot checks and also carry out reconciliation of Support Costs paid to IPs to ensure compliance with guidelines and identify inclusion of indirect costs in IP expenditure reports;
- Assist with the planning, monitoring and timely implementation of year-end financial closure procedures;
- Ensure smooth operations of all financial matters by working closely with the Finance team;

Any other duties as assigned by the Admin/Finance Associate.

### **Qualifications and Experience:**

#### **Education:**

Completed Secondary Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline desirable.

#### **Knowledge and Experience:**

- Five years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.



**Languages:**

Fluency in French and Arabic is required. English is desirable.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Managing the organization’s financial resources</li> <li>• Providing procurement services</li> <li>• Ensuring facilities and assets management</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b> (if supervising staff)</p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul>

**UNFPA Work Life Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.