**Finance Analyst**

**Job title: Finance Analyst**

**Level: NOA**

**Position Number: 214335**.

**Location: Juba – South Sudan  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed term**

**Closing date: 12 Friday 2024 ( Midnight New York ,USA time**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One (1) year**

**The Position:**

The Finance Analyst-NOA is located in the UNFPA South Sudan Country Office based in Juba, with regular presence at the offices of the implementing partners. Under the overall supervision of the Country Representative and the direct supervision of the Administrative and Finance Analyst (NO-B). The Finance Analyst (NO-A) is responsible for supporting the effective delivery of financial services, transparent utilization of financial resources and management of the Global fund, Grant Cycle 7 (GC7), Covid 19 Response and Management (C19RM) and World Bank projects.

He /she is responsible for supporting the projects team in effectively delivering timely tracking, monitoring, and accountability, including ensuring adherence to the budgets of the signed annual workplans and transparent utilization of financial resources. He/she also contributes to the capacity building of implementing partners on financial management and accountability.

**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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:**

UNFPA works with partners to increase access to HIV-related services and SRHR for young people, key populations, including populations of humanitarian concern, and those living with HIV. In this regard, UNFPA South Sudan has been a sub-recipient of the Global Fund since 2021 and is currently implementing the Global Fund GC7 (2024-2026) and C19RM (2022-2025.

The Finance Analyst will work closely with the Global Fund Principal Recipient (UNDP), the Global Fund Project Coordinator, and team members in the Integrated Sexual and Reproductive Health and Gender Units in the Country Office. He/she will support implementing partners in managing financial resources and administering the project assets and facilities.

He/She will ensure that activities are conducted in compliance with established UNFPA as well as Global Fund procedures and guidelines, with a particular focus on SRHR-HIV integration, HIV prevention, Gender-based violence response and prevention, and COVID-19 gender response interventions.

**You would be responsible for:**

**A. Financial management**

* Support the monitoring of programme financial performance for all non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detect potential over/under expenditure problems and proposes remedial action.
* Ensure strategic and efficient management of various UNFPA project and financial resources while exercising proper financial controls and adherence to corporate financial policies, rules and regulations.
* Develop tools and mechanisms for effective and efficient monitoring of project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ/RO on a continuous basis.
* Interpret financial policies and procedures and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.
* Ensure the effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
* Report both for local and HQ purposes in a timely manner on established structures.
* Analyse the operational aspects of project inputs under UNFPA managed funds in terms of equipment, subcontracts, procurement, training etc.
* Seek advice from the UNFPA International Operations Manager when deviation from rules and regulations and propose alternative solutions to meet project objectives.

**B. Implementing partner support**

* Provide advice on the management of UNFPA managed resources to the Ministries of Health and Gender as well as implementing partners for the various UNFPA projects.
* Assist government staff and implementing partners to achieve financial reporting deadlines and targets on time.
* Assist government staff and implementing partners to carry out activities in the fastest, most transparent, accountable and cost effective manner.
* Manage the OFA and FACE reconciliation process and ensure that correct account codes are used.
* Adapt processes and procedures, anticipates and manages operational requirements of programme/project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours and other programme and project related events to facilitate programme/project delivery.
* Implements corporate systems and applications in support of finance management and country office operations; creates systems and mechanisms for effective management of UNFPA resources required for Partner Implementation and advises and trains project staff in Partner Implementation procedures. Maintains continuous and accurate/up-dated flow of information between Country Office and HQ.
* Conduct spot checks on implementing partners as part of the HACT working group.
* Review and advise on corrective action as appropriate on Partner Implementation audit findings.
* Support direct execution (DEX) processes and ensure that correct payments are made to implementing partners’ vendors in the correct manner.
* Follows up on programme execution to ensure compliance with MOUs and timely prepares all donor reports as required by the MOUs.

Represent UNFPA in related inter-agency meetings and working groups in the absence of the supervisor.

Carry out any other duties as may be required by UNFPA leadership.

**Qualifications and Experience**

**Education:**

Master’s degree in Business Administration, Economics, Management, Finance/Audit or related field is required.

**Knowledge and Experience required:**

* 0-2 years of progressive professional experience in administration, accounting, audit, finance, in the public or private sector.
* Preferred experience in audit, finance administration, coordinating and managing large scale projects transactions dealing.
* Experience in managing donor resources is an added advantage.
* Advanced knowledge of working with ERPs, internet-based applications and languages, Proficiency in Oracle systems will be an added advantage.
* Excellent knowledge of various finance standard operating procedures, and strong business and finance acumen is required.

**Languages:**

Fluency in English; knowledge of other official UN languages is desirable.

**Required Competencies**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Managing the organization’s financial resources * Providing procurement services * Ensuring facilities and assets management |
| **Core Competencies:**   * Achieving results, * Being accountable, * Developing and applying professional expertise/business acumen, * Thinking analytically and strategically, * Working in teams/managing ourselves and our relationships, * Communicating for impact | |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary and other benefits as applicable.

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](https://www.unfpa.org/diversity-equity-inclusion)to learn more.

**Disclaimer:**

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance, and other administrative requirements.

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>

**How to Apply follow the link below**:

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| Link to the VA: | [View the internal job posting](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/deeplink?objType=IRC_RECRUITING&action=ICE_JOB_DETAILS_RESP&objKey=pRequisitionNo=19125;pCalledFrom=FUSESHELL)  [View the external job posting](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/job/19125) |