

# FINANCE-ADMINISTRATIVE ASSISTANT - (OPEN TO SAMOAN NATIONALS ONLY)

<b>Location :</b>	Apia, SAMOA
<b>Application Deadline :</b>	13-Feb-15
<b>Type of Contract :</b>	FTA Local
<b>Post Level :</b>	GS-4
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	23-Mar-2015
<b>Duration of Initial Contract :</b>	Initial one year

## Background

Under the overall guidance of the Programme Manager - Environment and Climate Change Unit and direct supervision of the designated supervisor, if applicable, the Finance and Administrative Assistant provides support to the Environment and Climate Change Unit (E&CCU) performing a variety of standard administration and financial processes and procedures ensuring high quality, accuracy and consistency of work on a daily basis.

The Finance and Administrative Assistant promotes a client-oriented approach consistent with UNDP rules and regulations; works in close collaboration with the Programme Associates, Operations and Programme staff in the Multi-Country Office (MCO) and with UNDP Headquarters (HQ) staff as required for exchanging information and ensure consistent service delivery.

## Duties and Responsibilities

### **Ensures implementation of operational strategies and procedures, focusing on achievement of the following results:**

- Full compliance of financial processes and financial records with UN/UNDP rules, regulations, policies and strategies;
- Provision of inputs to elaboration of work plans.

### **Provide accounting, finance and administrative support, focusing on achievement of the following results:**

- Assistance in proper control of the supporting documents for payments and financial reports for NEX projects; payment execution;
- Processing of financial documentation (vouchers, supporting documents, telephone invoices, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; travel claims, monthly payment orders (MPOs) and other entitlements are duly processed;
- Proper receipting of goods and services and establishment of accruals if delegated to the S/M;
- Provision of information for reports on financial status, procedures, exchange rates, costs and expenditures (incl. MIP) and potential funding problems;
- Follow-up with other United Nations agencies for information relating to payments;

- Preparation of routine correspondence, faxes, memoranda and reports in accordance with the Country Office (CO) SOP;
- Extracting, inputting, copying and filing data from various sources;
- Maintenance of the proper filing system for financial records and documents;
- Provision of inputs for preparation of cost-recovery bills in Atlas for the services provided by UNDP, follow up on cost recovery.

### **Support knowledge building and sharing in the CO, focusing on achievement of the following results:**

- Participation in the training for the operations/projects staff on Finance;
- Contributions to knowledge networks and communities of practice.

## **Competencies**

### **Operational Effectiveness:**

- Ability to perform a variety of repetitive and routine tasks and duties related to finance;
- Ability to review data, identify and adjust discrepancies;
- Ability to handle a large volume of work possibly under time constraints;
- Good knowledge of administrative rules and regulations;
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation, ATLAS, as required;
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service;
- Ability to organize and complete multiple tasks by establishing priorities.

### **Managing Data:**

- Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases;
- Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative;
- Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy;
- Interprets data, draws conclusions and/or identifies patterns which support the work of others.

### **Managing Documents, Correspondence & Reports:**

- Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software;
- Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using word processing, spreadsheets and databases meeting quality standards and requiring minimal correction;
- Shows sound grasp of grammar, spelling and structure in the required language;
- Ensures correspondence, reports and documents comply with established UN standards;
- Ability to produce accurate and well documented records conforming to the required standard.

### **Planning, Organizing & Multi-Tasking:**

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines;
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs;
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

### **Required Skills and Experience**

#### **Education:**

- Secondary Education with specialized certification in Accounting and Finance/ Administration and/or Secretarial Skills;
- University Degree in Finance, Business or Public Administration is desirable for the position but is not a requirement;
- Part-qualified accountants from a nationally or internationally recognized institute of accountancy will have a distinct advantage.

#### **Experience:**

- A minimum of four (4) years of relevant practical experiences in the fields of accounting, finance and administration, at the national level, international experience is an advantage;
- Good experience in the usage of computers and applications of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. Experience with ERP financials, preferably PeopleSoft, desirable;
- Knowledge of IPSAS and/or IFRS is desirable.

#### **Language:**

- Fluent in English and Samoan both verbal and written.

#### **Note:**

Women candidates are encouraged to apply.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**