

**I. Position Information**

**Job Title: Finance Associate**

**Current Grade: SB4-3**

**Department: UN Women Brazil Country Office**

**Reports to (Title/Level): Regional Programme Coordinator**

**II. Organizational Context**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In partnership with ILO and European Commission, UN Women implements since 2017 the Regional Programme “Win-Win: Gender Equality Means Good Business” to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women’s empowerment and strengthening companies’ capacities to implement these commitments. The action will ultimately contribute to the achievement of gender equality through enabling women’s labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society.

The Programme is implemented in 6 Latin American and Caribbean countries: Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay. It also has a regional component under the responsibility of UN Women Brazil CO.

Under the overall guidance of the Regional Programme Coordinator, the Regional Finance Associate is responsible for the execution of a wide range of financial services and administrative processes for the “Win-Win” Programme, ensuring timeliness, efficiency and transparent use of financial resources and delivery of services in accordance with organizational financial rules, regulations, policies, procedures and approved allocations. The Finance Associate promotes a client-oriented approach consistent with UN Women rules and regulations, standard practices and guidelines.

The Finance Associate works in close collaboration with the Programme and Operations Team in “Win-Win” countries as well as with the Operations and Programme teams in UN Women Regional Office and HQ for solving complex finance-related issues and information delivery.

**III. Functions**

- 1. Implement financial strategies for the “Win-Win” Programme, in full compliance of UN Women rules, regulations, policies, and recording and reporting systems**
  - Perform duties in full compliance with UN Women financial regulations and rules, policies and standard operating procedures, including internal controls;
  - Review and verify financial transactions, activities, and documentation; taking corrective actions as needed and reporting any unusual activities;
  - Monitor financial exceptions reports for unusual activities or transaction, investigate anomalies and report to the supervisor conclusions and/or present recommendations for actions/decisions;

- Draft reports on financial status, procedures, exchange rates, costs and expenditures;
  - Follow-up on audit recommendations to monitor implementation of corrective actions;
  - Collect, verify and present information and data for use in the planning of financial resources and the formulation of the “Win-Win” Programme work plans, budgets, proposals on implementation arrangements and execution modalities;
  - Provide assistance in Annual Work Plan entry in Results Management System (RMS) as required.
  - Monitor the proper functioning of the financial resources management system for the Programme and programmatic budgets and resources;
- 2. Prepare and administer “Win-Win” budgets in full compliance of UN Women rules, regulations, policies, and recording and reporting systems**
- Formulate the budget, control allotments, monitor expenditures, and prepare revisions according to the needs of the CO;
  - Track the appropriate and timely use of financial resources;
  - Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds;
  - Implement and maintain control mechanism for development projects through monitoring budgets preparation and modifications and budgetary status;
  - Maintain internal expenditure control system;
  - Undertake corrective actions on un-posted vouchers, including vouchers with budget check errors, match exceptions and unapproved vouchers. Respond to RO /HQ requests to resolve financial data issues;
  - Input data in Atlas and monitor status. Keep stakeholders and clients informed for timely action and/or decisions;
  - Manage petty cash fund, cash impress level.
- 3. Provide finance support to the Programme and Operations team**
- Review accounts receivables for UN Women projects and follow-up with project managers and finance section at regional office and/or headquarters on contributions, deposits creation in Atlas and their application to AR pending items;
  - Monitor the setup of budgets in ATLAS to ensure they are in accordance with budgets agreed with donors and are input into ATLAS at the detailed Activity ID level;
  - Monitor each month over-expenditure of budgets and follow up with Budget Owner;
  - Monitor regularly transactions posted to projects ensuring actual expenditure has been recorded against correct budget category and activity, take timely corrective actions as required;
  - Monitor the financial status and under the guidance of the Regional Office Finance Specialist implement control mechanisms for management/development projects;
  - Monitor and proper follow up of all the financial items in Month-end and Year-end closure instructions status and under the guidance of the Regional Office Finance Specialist, take correction actions as required;
  - Provide information inputs to financial reports for Regional Office and HQ Finance;
  - Provide inputs and take necessary actions to facilitate timely financial project closure;
  - Support financial donor reporting by providing timely information and taking necessary actions as required by UN Women Virtual Global Service Centre for financial donor reporting.

#### **IV. Key Performance Indicators**

- Timely, complete and accurate financial transactions/activities/documentation
- Timely and accurate advice on UN Women financial rules and regulations
- Timely and regular monitoring of financial resources management system and timely expenditure of financial resources
- Timely and accurate support to budget formulation and controlling allotments
- Timely and accurate monitoring of internal expenditures control systems
- Timely and accurate drafting of management financial reports

## V. Competencies

### Core Values:

- Respect for Diversity
- Integrity
- Professionalism

### Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

### Functional Competencies

- Strong knowledge of financial rules and regulations and accounting principles;
- Strong knowledge and application skills of IT tools and understanding of management systems;
- Strong knowledge of spreadsheet and database packages;
- Ability to provide input to business processes re-engineering, implementation of new systems;
- Ability to administer and execute financial and accounting processes and transactions.

## VI. Recruitment Qualifications

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|-------------------------------------|---|
| <b>Education and certification:</b> | <ul style="list-style-type: none"><li>• Completion of secondary education is required.</li><li>• Specialized national or international certification in accounting and finance is an asset</li><li>• Bachelor's degree in Finance, Accounting is an asset.</li></ul>  |
| <b>Experience:</b>                  | <ul style="list-style-type: none"><li>• At least 6 years of progressively responsible experience in finance;</li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and spreadsheet and database packages, experience in handling of web-based management systems.</li><li>• Experience in the use of ATLAS is an asset.</li></ul> |
| <b>Language Requirements:</b>       | <ul style="list-style-type: none"><li>• Fluency in Portuguese and English is required;</li><li>• Knowledge of Spanish is an asset.</li></ul>  |

**Applications are through online form AND P11:**

Candidates must complete the online application form:  
[https://docs.google.com/forms/d/e/1FAIpQLSe1ZHOe2-bpYEX1sM8aaqBrqVycldMk8CiMwGFLLr\\_AY9P4Vg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe1ZHOe2-bpYEX1sM8aaqBrqVycldMk8CiMwGFLLr_AY9P4Vg/viewform)

Candidates must fill in and send **P11 form to unwomenbra.hr@unwomen.org until 08 September 2019.**  
P11 form [http://www.onumulheres.org.br/wpcontent/uploads/2018/01/P\\_11\\_form\\_UNwomen.doc](http://www.onumulheres.org.br/wpcontent/uploads/2018/01/P_11_form_UNwomen.doc)