

I. Position Information

Job Title: Programme Administrative and Finance Assistant

Current Grade: SB3-4

Department: Brazil Country Office

Reports to (Title/Level): Programme Analyst, NOB

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.

Under the supervision of the Programme Analyst and matrix supervision of Administrative Finance Associate, the Programme Administrative and Finance Assistant supports the Office Operations by performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Programme Administrative and Finance Assistant focuses in the programmes and projects of the Ending Violence Against Women thematic area, especially project “Connecting Women, Defending Rights”. S/he promotes a client, quality and results-oriented approach.

The Programme Administrative and Finance Assistant works in close collaboration with the programme and projects staff and the Operations team to ensure consistent service delivery.

III. Functions

Duties and Responsibilities

1. Support implementation of the programme/operations and financial management strategies by:

- Ensuring full compliance of financial processes, financial records and reports with UN WOMEN rules and regulations and other relevant policies on financial recording/reporting system.
- Follow-up on audit recommendations; implementing effective internal controls over proper functioning of a client-oriented financial resources management system;
- Providing day-to-day financial management and operational support to the project in accordance with UN Women rules and regulations and relevant Standard Operating Procedures (SOPs);
- Perform a role of Alternate Finance User in the ATLAS ERP system.

2. Provide support to management and administration of project budget by:

- Assisting in preparation and monitoring of project and operational budgets, assist in preparation of these budgets and maintain necessary budgetary controls and records;
- Collecting and presenting of financial information for formulation of the project/country programme work plans, budgets, proposals on implementation arrangements and execution modalities. Entry of new grants data into Atlas in the form of Annual Work Plans (AWPs), monitoring of AWP status;
- Ensuring accuracy verification of Delivery Reports;

- Provision of information for the audit of projects, implementation of audit recommendations;
- Implementation of the control mechanism for the projects through monitoring of budgets preparation and modifications;
- Analyzing, review and certification of the cost recovery charges levied by UNDP for their services in supporting programme implementation;
- Liaising with UNDP for banking, financial and other support required.

3. Provide accounting and administrative support to the Project Management focusing on achievement of the following results by:

- Prepare payments (PO and Non-PO vouchers) and GLJEs;
- Preparation and proper control over the supporting documents for payments and financial reports for projects;
- Ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
- Preparation of financial reports as required; provision of inputs to reports including donor reports;
- Generating project expenditure reports on monthly and ad hoc basis to review accuracy of expenditure data captured in Atlas;
- Maintenance of filing of all physical and virtual files;
- Providing administrative coordination support for internal / external and annual audit exercise;
- Examining all financial reports and FACE forms from project partners for accuracy and alignment with the project; budget and work plan and follow-up on correction of mistakes / deviations, if any;
- Process liquidation of FACE forms (advances to partners);
- Providing other administrative and logistical support for procurement, events and meetings.

4. Ensure facilitation of knowledge building and knowledge sharing by:

- Facilitation/conduction of trainings for the operations/programme/projects staff on Finance;
- Synthesis of lessons learnt and best practices in Finance;
- Providing sound contribution to knowledge networks and communities of practice.

IV. Key Performance Indicators

- Adherence to UN Women rules and regulations;
- Quality support to conferences and events;
- Quality organization of files and reports;
- Timely support to team.

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

- Ability to administer administrative processes and transactions;
- Ability to extract, interpret, analyze data and resolve operational problems;
- Ability to perform work of confidential nature and handle a large volume of work;
- Good knowledge of financial rules and regulations;
- Good IT and web-based management skills.
- Attention to details.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Commerce, Finance and any other related fields.
Experience:	<ul style="list-style-type: none"> • Minimum five (5) years of relevant experience in administration, finance and/or programme support service or other related fields. • Experience in the usage of computers and office software packages (Word, Excel etc.). • Experience in handling of web-based management systems. • Knowledge of ATLAS ERP will be an added advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required. Fluency in Spanish is an asset.

Applicants MUST complete the online Application Form [HERE](#) and MUST send the following documents:

- UN Women Personal History Form (P11) completed in English and
- A one-page application letter in English

Applicants who will not follow these requirements will not be considered.

Applicants that fail to provide evidence of the information given in the online form and/or P-11 form will be disqualified.

Send to: unwomenbra.hr@unwomen.org