



United Nations Population Fund

[Step by Step Guide to Applying](#) | [FAQ](#)

Job Description

Job Title	NATIONAL POST: Finance Assistant, Yangon, UNFPA Myanmar Country Office, G5
Job ID	41718
Location	Asia and Pacific
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)

[Email to Friend](#)

[Apply Now](#)

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MYANMAR.

Duty Station: Yangon, Myanmar

Closing Date: 10 May 2022 (5 pm, Yangon Time)

Duration: One Year (renewable) [i]

[i] No expectancy of renewal in according with UN Staff Regulation 4.5.

Organizational Setting

The Position:

The Finance Assistant post is located in Operations Unit of the Country Office (CO) and reports directly to the Finance Associate. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

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 operations management.

Job Purpose:

The Finance Assistant delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures.

Main Tasks & Responsibilities

You would be responsible for:

- Support the Finance team and work closely with Finance Associate in monitoring of programme financial performance for all core and non-core resources by providing timely and accurate financial information.
 - Perform analysis and processing of all payments relating to office 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 and guidelines.
 - Processing of disbursements and recording of expenditure reports from implementing partners and follow-up on the recording of refunds through Accounts Receivables.
 - Reconciliation of project cash advances and F10 claims and ensure compliance with the policy and procedures
 - Custodian of petty cash and ensure full compliance with UNFPA's Petty Cash policy
 - Plan, organize and manage own workload to ensure the country office financial reporting process is achieved in a timely and accurate manner
 - 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 assurance activities.
 - Assist with the planning, monitoring and timely implementation of year-end financial closure procedures
 - Work closely with the Finance team to ensure smooth operations of all financial matters. Provide financial support and guidance to programme team members.
 - Any other duties as assigned by the supervisor.
-

Qualifications and Experience

Education:

Completed secondary level education required. First level university degree in Finance/Accounting or Commerce preferred.

Knowledge and Experience:

- 5 years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT financial systems.

Languages:

- Fluency in English is required.
-

Required Competencies

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

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

Functional Competencies:

- Supporting financial data analysis Developing ICT standards and applications
- Providing procurement services
- Ensuring facilities and assets management
- Managing data, information, correspondence and work flow
- Internal and external communication for business acumen
- Planning, organizing and multitasking

UNFPA Work 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

WARNING TO APPLICANTS: UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <https://myanmar.unfpa.org/en/vacancies>. Please print out the Guide for your reference during the registration and application process at <https://www.unfpa.org/resources/stepstepguideapplyingjobs-unfpa>.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

To apply for the post, please click on the following link:

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=41718&SiteId=1&PostingSeq=1

[Return to Previous Page](#)[Email to Friend](#)[Apply Now](#)

UNITED NATIONS POPULATION FUNDFor any questions or comments please contact recruiting@unfpa.org