

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SLBR000012--UNV Programme and Operations Finance Specialist

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Solomon Islands
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Honiara [SLB]
Assignment Place	Family Duty Station

Assignment Place Remark

Assignment with family

Living Conditions

Solomon Islands is a nation of 992 islands, situated in the South Pacific, stretching over 1,300 square kilometers of ocean. The nearest neighbors are PNG to the West, the Fiji islands to the East, Australia to the South West and New Zealand due South. It is one of the four Least Developed Countries or LDCs in the Pacific. Its capital is Honiara, which is situated within the main province of Guadalcanal. The nation of the Solomon Islands is a member of the Commonwealth of Nations. The Solomon Islanders comprise rich diverse cultures, languages, and customs. Of its 552,438 persons, 94.5% are Melanesian, 3% Polynesian, and 1.2% Micronesian. In addition, small numbers of Europeans and Chinese are registered. The rural/urban population breakdown was 14% in cities, about 2% in dense urban peripheries and the remainder, 84% rural. Its untouched nature is pristine and beautiful, presenting potential for future tourism development. Clinics and main National Referral Hospital are located in Honiara City Council, also in other provinces, but as is the case in LDCs, the quality of specialized medical services is limited. There is a list of UN appointed physicians who are made available to provide first aid assistance and guidance. Malaria and Dengue fever are endemic in the Solomon Islands. Educational opportunities for older children of expatriate families are limited, and connectivity is expensive

and slow. However, the ongoing undersea cable project is expected to address this challenge in the near future. The most common language spoken among the locals is Pidgin which is mixture of Melanesian and English. English is taught in schools and is the official language.

Assignment Details

Assignment Title

UNV Programme and Operations Finance Specialist

Organizational Context & Project Description

Under the supervision of the Operations Manager (OM) and overall guidance of the Country Manager, the Specialist is responsible for providing advisory support and capacity building provision of UNDP Solomon Islands operations and programme teams to effective delivery of financial services, transparent utilization of financial resources as well as supporting the Operations Manager and the Results and Monitoring and Evaluation Analyst in coordinating financial support to UNDP programme and projects as well as common services related UN agency support services at the UN Joint Presence Office (UNJPO) in Honiara, Solomon Islands. Additional support and advisory functions will include timely and effective cost recovery from other development projects as well as from other UN agencies within the UNJPO for the various support services provided. All of the support extended will be closely guided and be consistent with UNDP rules and regulations as per the current POPP guidelines. The Associate works as part of the UNDP Solomon Islands' Operations Team and fosters collaboration with programme and project staff, other UN Agencies, UNDP MCO in Suva/Fiji, Government officials as well as all UNDP vendors in a client-oriented approach to support the office to deliver operations services effectively and efficiently.

Sustainable Development Goals

17. Partnerships For the Goals

UNV Focus Area

National capacity development via volunteer schemes

Task description

Advise and capacity building in the area of:

Financial resources management to Operations – 30%

Financial resources management to UNDP Programme and Projects – 40%

Accurate overall cash and process management of the office – 10%

Capacity building and knowledge transfer to national stakeholders and UNDP office staff – 20%

1. Support advice and capacity transfer in the implementation of the strategic financial resources management of operations as per the guidance from the Operations Manager focusing on achievement of the following results:

Full compliance of operations with UN/UNDP rules, regulations and policies, implementation of corporate operational strategies, establishment of management targets and monitoring of achievement of results;

Follow-up on established collaborate arrangements with partners, a client relationship management system for quality and efficiency purposes and appropriate operational partnership arrangements;

Closely liaising with colleagues from UNDPs Global Shared Services Unit (GSSU) in Malaysia for all clustered finance related transactional services, CO business processes mapping and implementation of internal Standard Operating Procedures (SOPs) in various finance operational areas already implemented and operational;

Closely liaising with UNDP Suva/Fiji colleagues for various finance compliance monitoring tools;

Closely monitor management of Cost Recovery System and Common Services focusing on achieving the following results;

Monitoring of budgets and funds status for UNDP management projects and preparation of necessary budget revisions

Managing Common Services and General Operating Expense (GOE) of projects and other UNJPO agencies including

setting up budgets in ATLAS, following up on correct COAs between programme and operations colleagues, following

up with projects and UNJPO agencies for booking costs, tracking contributions to the common services account, and

preparing quarterly reports for submission to contributing Agencies

Ensure effective cost recovery systems are in place for non-core funded projects
 Managing Direct Project Costs (DPC) including following up regularly with operations/programme/project colleagues for accurate costs, COAs, preparing relevant entries in ATLAS and following up on any budget exceptions
 Back-stopping the Operations Manager during his/her absence on finance monitoring and management issues;
 Support the Operations Manager in producing a monthly office resource (revenue and expenses) report and analysis submitted to the Country Manager.

2. Provide advisory support and capacity transfer by supporting development projects and management projects budgets focusing on achievement of the following results:

Financial resources management through projection, planning, guiding, controlling of the resources in accordance with UNDP rules and regulations;
 Preparation and monitoring of budgets of management and development projects as well as running various ATLAS reports on budget monitoring and management. Support in budget revisions for development projects;
 Support the M&E and Results Analyst in the IRMU to establish the development projects' budgets preparation/modification monitoring system, control of budgetary status versus authorized spending limits (ASL) and budgets delivery levels;
 Elaboration of proper mechanisms to eliminate deficiencies in budget management
 Quality control of CO requests/supporting documents submitted to GSSU;
 Review of the Accounts Receivables for UNDP projects and maintenance of the General Ledger;
 Proactively monitor Finance dashboard and take corrective action;
 Support the M&E and Results Analysis in monitoring the project delivery level and timely budget revisions, including the quarterly signing off of Consolidated Delivery Reports.
 Support to the HACT compliance and spotchecks.

3. Support the office to ensure proper CO cash management *focusing on achievement of the following results:*

Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application;
 Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNDP staff in Suva on the results of the investigation when satisfactory answers are not obtained;
 Daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and record of contributions;
 Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments;
 Prepare and submission of monthly UN exchange rate reports to Treasury;
 Initiation of bank transfers and deals, selecting bank transfers and deals for approval and settlement;
 Timely preparation of monthly cash flow forecast for use by the Operations Manager;
 Liaison with UN Agencies to obtain estimate of their cash requirements;
 Role as cashier for cash disbursements made on site.

4. Support capacity building and knowledge transfer of Solomon Islands office and national counterparts in project and operations financial management including forecasting, monitoring of revenue and expenditures, budget set up in Atlas, and all other aspects of project and programme finance.

5. Regular hands on and structured training programmes for national staff

6. Development of SOPs and checklists, as well as training materials as needed to fill the capacity gaps

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
 F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

The key results have an impact on the overall economy, efficiency, and effectiveness of CO operations as it relates to the use of corporate resources in the following areas:

Financial services

Programme and projects finance management

Common Services Budget management\

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Bachelor's degree in Finance/Accounting, Business Management, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy.

Required experience 36 months

Experience Remark

Bachelor plus minimum 3 years of experience in providing financial support and accounting services. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials, preferably PeopleSoft.

Experience of IPSAS and/or IFRS is highly desirable. UNDP Accountancy & Finance Test an advantage

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Finance, accounting and audit Mandatory

Area of Expertise Requirement

Economics, finance, administration and human resources

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation

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- Commitment to Continuous Learning
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Respect for Diversity
- Working in Teams
- Technological Awareness

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For example, kindly enter the link [Calculator](#)

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Application Code

SLBR000012-2515

Application procedure

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 31 March 2018

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.