



UNODC

United Nations Office on Drugs and Crime

I. Position Information

Job code title:	Finance Assistant
Pre-classified Grade:	SB4 – SC6
Contract:	Service Contract
Duty Station:	Tehran, Islamic Republic of Iran
Duration:	06 months (with possibility of extension upon availability of fund)
Direct Supervisor:	UNODC Iran Country Representative

II. Organizational Context

Under the guidance and supervision of the Country Representative the Finance Assistant provides financial services ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with UN Secretariat and UNODC rules and regulations.

The Finance Assistant works in close collaboration with the operations, programme staff in the CO and with UNODC HQs staff to ensure consistent and timely service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of operational strategies and reporting on financial management at CO
 - Administration of Programme budgets and cost-recovery system
 - Accounting and administrative support relevant to position
 - CO cash management
 - Facilitation of knowledge building and knowledge sharing
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- Ensures **implementation of operational strategies, adapts processes and procedures** focusing on achievement of the following results:
 - Full compliance with UN Secretariat, UNODC and UNDP rules and regulations of financial processes, financial records and reports and audit follow up; implementation of the effective internal control framework.
 - COIRA Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor.
 - Perform other duties as required.

<p>Ensures administration of Programme budgets focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Preparation and modifications of budgets for UNODC Country Partnership Programme and its projects, follow-up with UNODC HQs. ❑ Presentation of researched information for planning and status of financial resources of the COIRA.
<ul style="list-style-type: none"> ❑ Provides accounting and financial support to UNODC Country office in Iran and performs payroll functions focusing on achievement of the following results: <ul style="list-style-type: none"> ❑ Proper control of the supporting documents for payments and financial reports ❑ Global payrolls processing in Umoja. ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded; travel claims, other financial obligations are duly processed. ❑ Timely payment reconciliation in Agency Service Portal.
<p>Ensures proper CO cash management functioning focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Daily review imprest account. ❑ Ensure to replenish Imprest Fund as Imprest Custodian on a timely basis. ❑ Timely preparation of monthly cash flow forecast to be reported to UNDP.
<p>Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Participation in the trainings for the operations/ projects staff on Finance. ❑ Synthesis of lessons learnt and best practices in Finance. ❑ Sound contributions to knowledge networks and communities of practice.

<p>IV. Impact of Results</p>
<p>The key results have an impact on the overall execution of the CO financial services and success in implementation of operational strategies. Accurate analysis and presentation of financial information ensures proper financial processes in the CO.</p>

V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNODC's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to financial resources management, including screening and collecting documentation, financial data processing, filing, provision of information
- Good knowledge of financial rules and regulations
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	University Degree in Business or Public Administration or Accounting is required.
Experience:	Minimum 5 years of relevant finance experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
Language Requirements:	Fluency in English and language of the duty station.

UNODC promotes gender equality and human rights standards. The female candidates and persons with special health conditions or disabilities would be encouraged to apply.

"All candidates should send their P11s/CVs to ninette.haghverdian@un.org by COB 21 October 2023.