



VACANCY ANNOUNCEMENT

Position: SENIOR ADMIN/FINANCE ASSISTANT (PSFR)
Category: General Services / Level 5
Duty Station: Brasília, BRAZIL
Start Date: 27 June 2016
Est. Monthly Base Salary: BRL 7,010.00 per month

1. ORGANIZATIONAL CONTEXT

The incumbent supports the Associate PSFR Officer in ensuring information in MSRP is correct and up to date. The incumbent works with fundraising staff and admin/finance staff in the Fundraising Operations and Country Offices in the region, as well as with the Fundraising Support Unit in PSFR Geneva. The incumbent also works with the (Regional) Admin Finance Officer to help address budgetary issues and reporting to ensure accuracy and consistency of budgetary and financial information, and to ensure that up-to-date and detailed budgetary and financial information pertaining to the geographical area of responsibility is available for regular scheduled reporting and on request as required. This includes budgetary and contractual status information on UNHCR staff and affiliate workforce staff (e.g. UNOPS, consultants), as well as ABOD and operational projects under all sources of funding.

2. FUNCTIONAL STATEMENT

Accountability

- UNHCR has up-to-date and accurate finance, administrative and human resources data in MSRP and other systems provided on activities related to PSFR.
- Timely and accurate monthly, quarterly, mid-year and annual income and expenditure reporting are provided to PSFR management in the region and the Fundraising Support Unit in Geneva.

Responsibility

- Process entitlements, issue of contracts and maintain various personnel records and files.
- Assist in surveys on local cost of living, local salaries, housing rental and collecting the information on the above-mentioned.
- Process requests for visas, identity cards, driving licences and other personnel-related documents; Prepare travel authorization and assist in the submission of travel claims.
- Attend meetings on day-to-day admin. matters; administer the movement of local staff members, their attendance, leave plan, overtime, etc. Assist in the preparation of inventory records of non-expendable equipment for submission to Hqs and take care of stationary order.
- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.

- Assist in preparing financial vouchers and monthly accounts.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Assist in preparing Administrative budget submission for entire year; maintain liaison with officials of local banks to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Support the PSFR team in the setup of the fundraising backend (income processing via 3rd party service provider, reconciliation of dataflow with payment gateway, reporting, integration with banking platforms, etc).
- Assist in the management and reconciliation of fundraising income (donations) and expenditure (cross check and process service provider invoices with donation reports, clawback reports, service provider commissions and fees, etc).
- Assist the Associate PSFR Officer and PSFR's regional partners with the preparation of the annual, quarterly, mid-year and monthly income and expenditure reports, according to the formats provided by Fundraising Support Unit in Geneva.
- Assist the Associate PSFR Officer and PSFR's regional partners to keep track of significant variances between the approved budget and actual results and implementation rates, through clear reporting, whilst ensuring timely budget expenditure revisions and income forecasts are made and submitted to the Fundraising Support Unit in Geneva.
- Undertake income recording in MSRP and monthly reconciliation of the income accounts managed by PSFR.
- Undertake expenditure recording in MSRP (up to the PSFR Site Code detail levels) and monthly reconciliation of expenditure linked to PSFR-managed budgets in the region.
- Assist in the recruitment of staff and any affiliated workforce including advertising of vacancies, collecting candidate applications, and all administrative aspects of the recruitment, archiving and maintaining records and liaising with the relevant counterparts to ensure appointments are achieved as planned.
- Prepare and maintain regular reports on projects, procurement submissions and other inventory reports pertaining to the PSFR region and the regional activities.
- Assist in processing procurement submissions, processing Individual Consultancy contracts, issuing requisitions and purchase orders and review spending authorities, linked to goods and services procured by PSFR in the region when required.
- Support the PSFR staff in the region with travel requests and travel plans and bookings, when required.
- Support PSFR staff with the venue selection and administration of meetings, skill-shares and other events as planned in the region when required.
- Perform other related duties as required.

Authority

- Access the relevant information and financial records, Focus/MSRP data.
- Record data and prepare reports pertaining to PSFR.

3. REQUIRED COMPETENCIES

a) Cross-functional:

- Analytical thinking
- Planning and organizing

4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Human Resources or other related fields.
- Minimum 4 years of relevant working experience, preferably with UNHCR or another UN Agency.
- Excellent computer skills and practical experience in working with Excel and an ERP or similar accounting system.
- Fluency in English and working knowledge of another relevant UN language or local language.

5. DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of UN and UNHCR administrative and financial rules and procedures.
- Finance skills.
- Experience in working with MSRP and/or other financial management systems.
- Good knowledge of MS Office including Access.

All applications must be submitted in English and include signed P.11 entry form and motivation letter.

Complete application package must be sent to brabrhr@unhcr.org by 5 June 2016, with the subject line “Senior Admin/Finance Assistant”.

Applications that do not meet the above specifications will be automatically disqualified. Kindly note that UNHCR-Brazil does not issue receipt of applications, only shortlisted candidates will be contacted for the next phases of the selection process.