

## I. Position Information

<b>Job Code Title:</b>	Finance Clerk
<b>Organization:</b>	United Nations Office on Drugs and Crime
<b>Duty Station:</b>	Pretoria, South Africa
<b>Type of Contract:</b>	Service Contract
<b>Level:</b>	SB 2
<b>Duration:</b>	12 months (renewable depending on funding availability and incumbent's performance)

## II. Organizational Setting

UNODC is a lead UN agency in the fight against illicit drugs, transnational organized crime, terrorism and corruption. The UNODC Portfolio in Southern Africa includes national, regional and global projects. The joint "UNODC–SADC Regional Programme to Make the SADC Region Safer from Crime and Drugs" (RP) provides an overall framework for the cooperation with SADC Member States.

The United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa covers 11 countries in the region, namely: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe.

## III. Reporting Lines

Under the direct supervision of the Finance Associate and overall oversight of the Regional Representative, the Finance Clerk will support the provision of financial services to the UNODC Regional Programme and ROSAF ensuring high quality, accuracy and consistency of work. The Finance Clerk promotes a client-oriented approach consistent with UN rules and regulations.

The Finance Clerk will work as part of the Programme Management Unit (PMU) in close collaboration with the Operations and Programme staff in the regional office, project offices to exchange information and ensure consistent service delivery.

## IV. Functions / Key Results Expected

**1. Ensures implementation of operational strategies and procedures, focusing on achievement of the following results:**

- Full compliance of financial processes and financial records with UN/UNDP rules, regulations, policies and strategies.
- Provision of inputs to elaboration of workplans.

**2. Provide accounting and administrative support, focusing on achievement of the following results:**

- Processing of financial documentation and maintain internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded in Umoja.
- Reconcile Creditors' accounts and follow up on outstanding invoices.
- Acts as Cash Custodian in absence of the Accounting/Finance Associate.
- Prepare staff accounts.
- Monitors vehicle log books on a monthly basis and ensures that vehicle records are kept according to UN requirements.
- Reconciliation of monthly payment transactions from UNDP.
- Support the monthly processing of vat refunds.
- Provide administrative assistance role to Staff Time-Sheet Management.
- Maintain asset register.
- Maintain finance unit filing system.
- Performs any other tasks upon request of the Regional Representative.

**3. Support knowledge building and sharing in the Co, focusing on achievement of the following results:**

- Participation in the training for the operation/projects staff on Finance

## V. Impact of Results

The key results have an impact on the execution of the CO financial services accurate data entry and presentation of financial information and a client-oriented approach enhances UNODC's capability to effectively and efficiently manage financial resources and keep records.

## VI. Competencies

### **OPERATIONAL EFFECTIVENESS**

- Ability to perform a variety of repetitive and routine tasks and duties related to Finance
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation, as required
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- Ability to organize and complete multiple tasks by establishing priorities

### **MANAGING DOCUMENTS, CORRESPONDENCE AND REPORTS:**

- Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and

reports using advanced word processing and presentation functions and basic database and spreadsheet software

- Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using word processing, spreadsheets and databases meeting quality standards and requiring minimal correction
- Shows sound grasp of grammar, spelling and structure in the required language
- Ensures correspondence, reports and documents comply with established UN standards
- Ability to produce accurate and well documented records conforming to the required standard
- Data management thus collecting, collating, and storing information in an easily accessible way for use, reference, sharing, archive & disposition as well as maintaining databases

**PLANNING, ORGANIZING AND MULTI-TASKING:**

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support
- Promoting learning and knowledge management/sharing is the responsibility of each staff member.

<b>II. Recruitment Qualifications</b>	
<b>Education:</b>	Secondary Education, with specialized certification in Accounting and Finance.
<b>Experience:</b>	1-2 years of relevant accounting and financial experience at national 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. Knowledge of IPSAS is desirable.
<b>Language Requirements:</b>	Fluency in English is required.

Please send your CV, motivational letter with a subject line FINANCE CLERK: to [rhoda.mafemba@unodc.org](mailto:rhoda.mafemba@unodc.org) by 21 October 2016