

## FINANCE SPECIALIST

---

<b>Location :</b>	Khartoum, SUDAN
<b>Application Deadline :</b>	
<b>Additional Category</b>	Management
<b>Type of Contract :</b>	TA International
<b>Post Level :</b>	P-3
<b>Languages Required :</b>	English
<b>Duration of Initial Contract :</b>	

### Background

---

The Comprehensive Peace Agreement (CPA) that brought to an end of two decades of war in Sudan stipulated that there should be a referendum on self-determination for Southern Sudan. According to the CPA this referendum 'shall be an internationally monitored referendum, organized jointly by the GOS and the SPLM/A, for the people of South Sudan to: confirm the unity of the Sudan by voting to adopt the system of government established under the Peace Agreement; or to vote for secession.' This referendum on self-determination for Southern Sudan is expected to take place in January 2011. The Referendum Bill is expected to be passed in the forthcoming months and a Referendum Commission to organize the referendum is expected to be established.

UNDP is establishing a referendum support project to assist the Referendum Commission, once it is established, in organizing the referendum and to support key stakeholders in the referendum process such as civil society, media and the police. UNDP will work in close coordination with the UN Mission in Sudan (UNMIS) and other organizations, institutions and donors providing assistance to the referendum process. Referendum assistance from the international community is expected to be robust and comprehensive in light of the importance and historic significance of the referendum.

Multiple electoral and referenda events will take place in Sudan in 2010 and 2011. Sudan is scheduled to hold six levels of elections in 2010 and the first phase of preparations for the referendum will coincide with ongoing preparations for the elections scheduled for April 2010. Another referendum, the referendum on the status of Abyei, is to be conducted by the Abyei Referendum Commission simultaneously with the referendum on Southern Sudan. These multiple events that will take place add to the already enormous challenges that will be faced in organizing the referendum Southern Sudan.

Under the direct supervision of the Project Specialist, the Finance Specialist is responsible for ensuring the highest efficiency in financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, and transparent utilization of financial resources and management of the project finance unit. S/he analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Specialist promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations.

The Finance Specialist works in close collaboration with the Management Support Unit, Programme, Operations, and project teams in the CO, and Country Office staff and Government officials ensuring successful project performance in Finance.

## Duties and Responsibilities

---

Ensure effective and accurate financial resources management and oversight, focusing on achievement of the following results:

- Financial analysis and oversight for all resources managed by the project and provision of high-quality professional advice to the project management.
- Proper planning, expenditure tracking of the project in accordance with UNDP rules and regulations.
- Organization and oversight of project cash management processes, including liquidity management, recommendation of imprest level, risk assessment, bank relationship management, timely accounting and reconciliation of all transactions, security for cash assets on site.

Ensure implementation of operational strategies and procedures, focusing on achievement of the following results:

- Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNDP rules, regulations, policies and strategies, implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for development and management projects.
- Elaboration of the framework and conditions of contribution within the project resource mobilization efforts.
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.

Manage the budget of development and management projects, focusing on achievement of the following results:

- Management of all financial resources through planning, guiding, monitoring and controlling of the resources in accordance with UNDP rules and regulations.
- Preparation and monitoring of projects' budgets in Atlas (ERP).
- Regular analysis and reporting on the budget approvals and the delivery situation of management projects.
- Elaboration of proper mechanisms to eliminate deficiencies in budget management.
- Submission of financial reports to donors on a timely and quality basis.

Ensures proper control of Referendum Assistance Project accounts and cash management, focusing on achievement of the following results:

- Elaboration of the internal expenditures' control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; travel claims and other entitlements are duly processed.
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Responsible to control and monitor the financial closure of the project.
- 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.
- Daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions.
- Timely and accurate approval of bank reconciliation, including documented review of exceptions.
- Performing pay cycle manager role in Atlas.

- Timely preparation of monthly cash flow forecast for use by the Operations Manager.

Preparation of financial reporting of the project to donors and other stakeholders:

- Prepare on a regular basis a regular report on the financial status of the project.
- Present and explain to donors the financial situation of the project.
- Take into account remarks from the project board and make necessary adjustment in the project budget and financial reporting.

Financial management of the basket fund and status reporting:

- Monitor pledges and contributions of donors to perform budget revisions.
- Report to donor on the status of expenses in the basket fund.
- Take into account remarks from the donors and make necessary adjustments.

Ensure facilitation of knowledge building and sharing in the CO, focusing on achievement of the following results:

- Organization of training for the project staff on Finance.
- Synthesis of lessons learned and best practices in Finance.
- Sounds contributions to knowledge networks and communities of practice.

## Competencies

---

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional Competencies:

Knowledge Management and Learning:

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example.
- 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 lead strategic planning, results-based management and reporting.
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery.
- Good knowledge of accounting.
- Ability to successfully lead the Finance Team.
- Excellent IT skills, knowledge of Atlas (ERP system).
- Ability to implement new systems and affect staff behavioral/attitudinal change.

#### Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates good oral and written communication skills.
- Demonstrates openness to change and ability to manage complexities.

## Required Skills and Experience

---

#### Education:

- Master's Degree or equivalent in Finance, Business Administration, Public Administration, Economics or related field.

#### Experience:

- 5 years of relevant experience at the national or international level in providing financial management advisory services and/or managing staff and operational systems.
- 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.

#### Language Requirements:

- Fluency in both written and spoken English; knowledge of Arabic is an asset.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**