



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Post Information

Project title:	Sub-programme 1 of the UNODC Programme for Central Asia 2022-2025: "Preventing and Countering Transnational Organised Crime"
Project Number:	XACCA1
Job Code Title:	Senior Finance Assistant
Working nature:	Full-time position
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunchtime)
Duty station:	Bishkek, Kyrgyzstan
Pre-classified Grade:	SC6 (SB3)
Supervisor (-s):	SP-1 International Programme Coordinator / Head of UNODC Programme Office in Kyrgyzstan; SP-1 National Programme Manager

II. Organizational Context

The UNODC Programme for Central Asia 2022-2025 serves as an overarching strategic framework under which the UNODC provides comprehensive technical assistance to five Central Asian Member States. The Programme is carried out by UNODC, under the lead of the Regional Office for Central Asia (ROCA) based in Tashkent, making effective use of expertise and infrastructure available in UNODC Programme offices across Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Turkmenistan) and Headquarters in Vienna. The Programme contains five Sub-Programmes. Sub-Programme 1: "Preventing and Countering Transnational Organized Crime" (hereinafter referred to as "SP-1") supports the law enforcement agencies in the Central Asian States in specific niche areas, such as drug control strategies, intelligence analysis, counter-narcotics investigations, multilateral operations (including controlled deliveries), precursor controls, border liaison and management, customs profiling, smuggling of migrants, human trafficking, terrorism prevention and cybercrime.

Under the overall guidance of the SP-1 International Programme Coordinator/ Head of UNODC Programme Office in Kyrgyzstan and the direct supervision of the SP-1 National Programme Manager, the Senior Finance Assistant provides financial services to the SP-1, ensuring high quality, accuracy and consistency of work. The Senior Finance Assistant promotes a client, quality and results-oriented approach consistent with UNODC/UNDP rules and regulations.

The Senior Finance Assistant works in close collaboration with the UNODC Regional Office for Central Asia (ROCA) and UNDP Country Office (CO) in Kyrgyzstan to ensure consistent service delivery.

III. Functions / Key Results Expected

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

- ❑ Full compliance of financial processes and financial records with the UNODC/UNDP rules, regulations, policies and strategies;
- ❑ Provision of inputs to the elaboration of annual costed work plans;
- ❑ Continuous analysis and monitoring of the funds, forecasts for development and management projects, and monitoring of financial reports.

2. Provides support in the management and oversight of Sub-Programme 1's (SP-1) financial resources, focusing on the achievement of the following results:

- ❑ Processing of financial documentation (invoices, vouchers, supporting documents, etc.) and maintaining internal expenditures control system;
- ❑ Proper control of the supporting documents for payments and financial reports for the SP-1, payment execution and monitoring payment status;
- ❑ Ensure the accurate bookkeeping of advance funds received and preparation and submission of reports to UNODC ROCA;
- ❑ Assist in the process of proper planning, expenditure tracking and audit of the SP-1's financial resources following the UNODC rules and regulations;
- ❑ Assist in the process of organization and oversight of the SP-1's cash management processes, including donor contributions received and management of the distribution of such funds to participating COs, cash liquidity management, recommendation of imprest level, risk assessment, timely accounting and reconciliation of all transactions;
- ❑ Ensure disbursement of funds is undertaken on time and in conformity with the assigned SP-1's budget and work plans;
- ❑ Administration and monitoring of the SP-1's budgets in the UMOJA system, regular analysis and reporting on the budget approvals and the budget delivery situation;
- ❑ Support the process of establishment of the SP-1 projects' budget preparation/ modification/ monitoring system, control of budgetary status versus authorized spending limits (ASL) and budget delivery levels;
- ❑ Assist SP-1's Programme Management with the overall budget preparation process, including preparing budget estimates according to the programming activities and specific country allocations;
- ❑ Prepare financial delivery planning as per agreed work plans for in-house management review and sharing with counterparts;
- ❑ Participate in regular reviews and discussions with the management of programme/project sub-offices on SP-1's progress, revisions, implementation schedules and constraints, etc.;
- ❑ Prepare budget revisions per established rules;
- ❑ Monitor regularly the SP-1's budget, providing timely advice to the Management on fund limitations and obtaining approval of budget revision from UNODC ROCA and UNODC HQ;
- ❑ Prepare reports on financial status, procedures, exchange rates, costs and expenditures and potential funding problems;
- ❑ Prepare and handle the finance-related routine correspondence, faxes, memoranda and reports following UNODC rules and procedures;
- ❑ Maintain the proper filing system for financial records and documents;
- ❑ Assist with the Audit and prepare necessary documents;
- ❑ Perform other duties as and when required.

3. Provides support to proper management of Donor financial reporting, focusing on the achievement of the following results:

- ❑ Compile financial data and periodic statutory reports and analytical tables for donors on SP-1's delivery and UNODC-managed resources, as per donor regulations and contractual obligations;
- ❑ Liaise with executing UNODC projects in the region and subcontracted agencies to obtain data/information on field programme expenditures;

- ☐ Act as a focal point in liaison with UNODC ROCA Operations on financial matters, follow up on issues raised by donors and ensure issues are resolved on time.

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

- ☐ Organization and conduct of training for the operations/ programme staff, if required;
- ☐ Synthesis of lessons learned and best practices in operations;
- ☐ Sound contributions to knowledge networks and communities of practice.

IV. Competencies and Critical Success Factors

Core value:

Professionalism: Demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Possesses up-to-date knowledge and practical experience of UN policies, guidelines and procedures.

Core competencies:

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies the priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time effectively.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input By genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts by final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> - Secondary education with 6 (six) years of relevant experience in accounting and finances is required; - Bachelor's degree in Economics, Finance, Business Administration, Management or other relevant fields of study with 3 (three) years of relevant experience will be given due consideration; - Training in accounting/finance confirmed by certificates is highly desirable.
Experience:	<ul style="list-style-type: none"> - At least 3 (three) years (for a candidate with a Bachelor's degree) and 6 years (for a candidate with secondary education) of relevant accounting and financial experience at national and/or international level is required. - Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages is required, - Practical experience in handling the Umoja Production System is desirable. - Experience in international organizations or international companies is

	preferable.
Language Requirements:	<ul style="list-style-type: none"> - Fluency in English and Russian. - Knowledge of Kyrgyz is an asset.

VI. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name

Signature

Date

Overall Supervisor

Mr. Andrey Seleznev,
International Programme Coordinator/
Head of UNODC Programme Office
in the Kyrgyz Republic

Signature

Date

26.03.2024

Direct Supervisor

Mr. Kutman Borboev,
SP-1 National Programme Manager

Signature

Date

26/03/24