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| Job Description | | |
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In close cooperation with programme teams and other country office units, the Programme Support Team supports country programme implementation through provision of authoritative and enabling advisory services on procurement, human resources and programme finance, serving as a One Stop Shop for project implementation and enabling optimization of programme delivery.    Under the guidance and direct supervision of the Programme Support Team Leader, the Programme Finance Analyst is responsible for effective delivery of programme finance services by supporting programme and project teams in their management of programme financing and budgets to assure sound implementation and utilization of financial resources as well as facilitating different implementation modalities, furthering harmonized approaches in programme implementation among UN agencies, managing direct project costing, and overseeing, managing and reporting on third-party contributions and trust funds.    The Programme Finance Analyst promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations. The Programme Finance Analyst supervises and leads the programme finance staff. The Programme Finance Analyst works in close collaboration with the Programme Support, Programme and other teams in the CO and UNDP HQ for resolving complex programme and operations-related issues, ensuring successful CO performance in Finance.    This post is based on Yangon for the foreseeable future, but may require travel to Naypyidaw (NPD) depending on work and staff needs. The UNDP Country Office (CO) will expand its presence in NPD and CO leadership, who currently serve in NPD on a rotational basis, will transition full time to the NPD office within a 12 to 18-month timeframe. There is a possibility that this post will be moved to NPD in the future as part of the office relocation process.    UNDP Myanmar is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. | |  | Duties and Responsibilities | |  | **Summary of key functions:**   * Implementation of operational strategies * Programme Finance management and cost recovery * Management of cost-sharing and trust fund agreements * Capacity building, knowledge building and knowledge sharing     **Ensures implementation of operational strategies, adapts processes and procedures focusing on achievement of the following results:**     * Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system, preparation for and follow-up on audit recommendations related to financial matters; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system. * CO Finance business processes mapping and elaboration of the content of Standard Operating Procedures in Finance in consultation with office management. * Clearance, monitoring and implementation of cost sharing and trust fund agreements. * Develop and implement Direct Project Cost mechanism for development projects in line with corporate policy. * Financial elaboration of proposals and implementation of cost saving and reduction strategies in consultations with office management. * Continuous analysis and monitoring of the financial situation at programme and project levels, and preparation of monthly finance reports for all projects highlighting discrepancies, contributions, and delivery against targets. * Manage donor/resource mobilization pipeline working with programme teams and senior management. * Manage donor agreements and ensure implementation in line with agreements including tranche requests, monitoring compliance with any earmarked funding and funding end dates, and donor fiscal years for funding utilization. * Continuous monitoring and reporting on financial resources, extrabudgetary forecast for the Country Office. * Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies. * Supports preparations for and contributes to NIM/DIM audits as well as implementation of recommendations and management responses. * Supports to programme and project teams to develop annual work plans, routine and ad hoc reports, and day to day management of financing and budgets to reduce discrepancies and assure implementation and utilization of financial resources in line with approved work plans and corporate requirements.     **Ensures effective CO programme finance management, ensures the optimal cost recovery focusing on the achievement of the following results:**     * Development, implementation and follow up on Programme Portfolio Pipeline and Project Tree in Atlas. * Programme financial resources management through planning, guiding, controlling of the resources. Preparation and monitoring of projects’ annual work plans * Acts as CO HACT Focal Point and responsible for implementation of HACT in collaboration with other UN agencies. * Implementation of effective internal controls, proper functioning of a client-oriented financial resources management system. Identification of operational and financial problems, proposal of solutions. * Analysis of requirements and synthesis of proposals on proper mechanisms to eliminate deficiencies in budget management * Control of Combined Delivery * Regular monitoring of the CO delivery * Control of Accounts Receivables for UNDP projects * Provision of advice on reporting, preparation of reports including donor reports including preparation of all financial reports for reporting to be cleared by Head of Programme Support and DCD. * Routine monitoring of dashboards and exceptions, identification of the remedial actions. * Monitoring of cost-recovery bills preparation in Atlas for the services provided, implementation of the income tracking system and follow up on cost recovery. * Participation in the projects’ audit, control on the follow up * Prepares monthly update overview reports for all projects and presents to programme, project management in monthly meetings, identify issues and monitoring resolution. * Full oversight on year-end closure of accounts and quality certification.     **Manages cost-sharing and trust fund agreements focusing on achievement of the following results:**     * Elaboration of the framework and conditions of contributions within the CO resources mobilization efforts. * Full responsibility over management, control, reporting on all third-party cost-sharing contributions, acts as focal point for all donor agreements, including clearing agreements, following up with donors on tranches and preparation of financial reports to donors. * Continuous and dynamic analysis and monitoring of financial situation and provision of forecast on CO sustainability and proposals for effective cost recovery and alternative sources of income. * Advice to Programme and Project Staff on different donor reporting requirements; preparation of financial reports to be submitted to donors.     **Ensures facilitation of capacity building, knowledge building and knowledge sharing, guidance to all stakeholders on financial matters focusing on the achievement of the following results:**     * Building professional capacities of all national programme finance and programme staff in the country office including providing regular trainings for staff * Advice to Project staff on UNDP administrative and NIM reporting, in particular, on budgetary issues. * Organization/conduct of training for the Programme Support/Project/Programme Staff and counterparts on financial management, reporting and RBM. * Synthesis of lessons learned and best practices in programme and programme finance. * Sound 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 lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources * Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery * Ability to implement new systems and affect staff behavioral/ attitudinal change * Strong IT skills, Atlas * Excellent knowledge of financial rules and regulations, accounting * Excellent knowledge of Results Management Guide and Toolkit     **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     UNDP Accounting and Finance Training and Certification    Prince2 training and certification | |  | Required Skills and Experience | |  | **Education:**   * Master’s degree in Accounting and Finance, Business, Public Administration and related field. * Candidates with professional qualifications from an internationally recognized institute of accountancy will have a distinct advantage.     **Experience:**     * 2 years with Master degree and 4 years with Bachelor degree of relevant experience  at the national and international level in providing management advisory services and/or managing staff and operational systems. * Experience in the usage of computers and office software packages (MS Word, Excel, and others) and advance knowledge of spreadsheet and database packages. * Hands-on experience in web based management systems and ERP financials, preferably PeopleSoft (Atlas)     Short-listed candidates will be required to undergo the UNDP Advanced Accountancy and Finance Test (UNDP AAFT) unless passed within the last two years.  Language Requirements: Fluency in English. | |  | Disclaimer | |  | Candidates must apply on-line through UNDP job website.    Paper-based applications will not be accepted.    UNDP is an equal opportunity employer and 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.  Only those candidates in whose qualifications and experience the Organization has further interest will be contacted for subsequent interview(s).  UNDP regrets its inability to reply individually or attend to telephone or e-mail queries on the advertised posts.    Kind regards,  Human Resources Unit  UNDP-Myanmar | |  | | | |  |  |  |