

Job no: 595874

Contract type: Fixed Term Appointment

Duty Station: Abidjan

Level: G-6

Location: Cote d'Ivoire

Categories: Financial Management

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do for as long as we are needed. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, the right to Results

How can you make a difference?

The Finance Associate will be responsible for providing a variety of technical and specialized tasks in finance functions, ensuring accurate and timely delivery that is in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

At the G-6 level, the tasks are expected to be carried out with some level of independence.

Key functions, accountabilities and related duties/tasks

- Advises and assists on all aspects related to preparation of reports, compilation of data and answering queries on pledges recorded, funds received, adjustments made to ensure financial compliance, accuracy and completeness of data for its inclusion into statement of accounts and adjustment of budgets. Advises units of discrepancies and assists to resolve differences in their records.
- Act as a Local Finance focal point, verify and ensure accuracy by checking invoices, making necessary calculations including all relevant data to be submitted to GSSC.
- Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Selects and enters data from a wide variety of documents, verifying and ensuring accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.

- Ensure the processing of VAT exemption requests within the allotted time by following up with suppliers and the Ministry of Foreign Affairs. Prepare and submit to the Finance Officer a consolidated monthly report on VAT exemption requests, including progress, follow-up actions, and points that need special attention.
- Closes year-end account and assists in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, NEP and leave Balances (if applicable), etc.
- Maintain compliant financial documentation archives as per policy (physical and digital).
- Initiates correspondence to verify data, answers, queries and obtains additional information on accounts and financial transactions, as required.
- Maintains liaisons with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations, and matters pertaining to maintenance of office bank accounts. This includes preparing recurring reports and bank reconciliation.
- Prepares detailed cost estimates, and participates in budget analysis and projects, as required.
- Performs other duties, as required.

If you would like to know more about this position, please review the complete Job Description here:  [Finance Associate \(G-6\) FT.pdf](#)

To qualify as an advocate for every child you will have...

Minimum requirements:

- **Education:** Completion of secondary education (BAC) is required.
- **Work Experience:** Minimum six years of clerical experience in the area of finance and accounting is required.
- **Skills:** The role requires strong Financial Analysis, Resource Management, Project Management, Stakeholder Collaboration, Problem-Solving, and Digital Dexterity skills.
- **Language Requirements :** Fluency in French is required.

Desirables:

- Language: Knowledge of English is an asset.
- Professional and/or university courses related to the field of work are highly desirable.
- Previous UN experience is considered an asset.
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF promotes and advocates for the protection of the rights of every child, everywhere, in everything it does and is mandated to support the realization of the rights of every child, including those most disadvantaged, and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, minority, or any other status.

UNICEF encourages applications from all qualified candidates, regardless of gender, nationality, religious or ethnic backgrounds, and from people with disabilities, including neurodivergence. We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF provides reasonable accommodation throughout the recruitment process. If you require any accommodation, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#). Should you be shortlisted, please get in touch with the recruiter directly to share further details, enabling us to make the necessary arrangements in advance.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with

disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments are conditional on the selected candidates willingness to comply with current or future vaccination requirements, should UNICEF mandate it for personnel. Failure to comply with such requirements, where applicable and without a duly approved medical exemption from the relevant UN authority, will result in the cancellation of the selection or may lead to other administrative measures, including separation from service.