



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Accounting and Finance Assistant, G5**
Supervisor Title/ Level: **Finance officer, NOB.**
Organizational Unit: **Operations**
Post Location: **Bujumbura, Burundi**

Job Level: **G5**
Job Profile No.: **132608**
CCOG Code:
Functional Code:
Job Classification Level: G5

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: The Accounting and Finance Assistant G5 JD will be used in the Finance section in UNICEF Burundi. The post will report to the Finance Officer who is at NOB level.

The specific role of the position's section in contributing to their achievement

The Accounting and Finance Assistant will be responsible for providing a variety of tasks in finance functions, ensuring accurate and timely delivery that is in compliance with UNICEF financial rules and regulations. Ensuring accurate and timely delivery of Value Added Taxes (VAT) reimbursements requests to be submitted to the Burundi Government Authority, whilst demonstrating the capacity to navigate and adapt to complex administrative procedures.

The Finance Officer provides supervision and guidance in the management of tasks and priorities as well as ensuring updated policies/procedures are understood and implemented.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

30%	1. Prepare and submit, monthly, all VAT reimbursement requests to the Burundi Authority Revenue, maintain liaison with the Burundi Authority Revenue UNICEF focal points to obtain information on reimbursement requests status. Responds to queries and reintroduce, if any, reimbursement transactions returned/rejected.
20%	2. Function as the main cashier custodian and when authorized, make disbursement from Petty Cash funds, maintain records of the disbursements and balances accounts, as required.
20%	3. Assist in the review for compliance with the rules of all documents submitted to Finance and assist in preparation of periodic accounting records by recording receipts of DCT refund and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or special reports.
10%	4. Provide support in the monthly and year-end account closure, assist in the preparation of year-end reports related to accounts receivable, accounts payable, prepayment, deposits, etc.
10%	5. Provide support in the preparation of recurring reports such as schedules and special reports, as required for budget preparation, audits or other reasons.
5%	6. Organize and ensure a proper filing system is in place for all finance documents. Arrange for appropriate archive and destruction in accordance with organizational guidelines.
5%	7. Performs other duties as requires

IV. Impact of Results

The efficiency and efficacy of the Accounting and Finance Assistant directly impacts on the optimum, appropriate, and effective use of resources and efficient financial recording, accounting and reporting, which in turn facilitate management oversight, decision making and quality control.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	Completion of secondary education is required. • University degree/specialized certification/university level courses in finance, accounting, business administration or other relevant academic discipline is preferred.
Experience:	<ul style="list-style-type: none">• At least 5 years relevant finance and accounting work experience, which includes cash handling and responsible administrative work.• Hands-on experience in SAP financial modules.• Hands-on experience in office software packages and web-based management systems.• Ability to operate calculators or other machines used to maintain accounts.• Experience in the UN system agency or any international organization is preferred.
Language Requirements:	Fluency in French is required. Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset