

Annex 1 – Job descriptions

Various roles at different levels will be covering the following functions, performed by future GSSC employees.

The multiple roles will include some Managerial, Supervision, Analytical and Technical roles. For all roles, staff will be expected to perform multiple functions as assigned or reassigned based upon the workloads of GSSC.

Some functions may require functional specificities (e.g. assets, payroll, bank reconciliations), while others are dedicated to support specific Business entities (e.g. UNDP offices in other countries). Some functions will require managerial competencies, to supervise personnel, ensure business processes are followed and milestones met. In all cases, due to the distance where operations occur, employees will demonstrate:

- Analytical capability, to understand and analyze events
- Accounting and IPSAS/IFRS knowledge
- Communication skills, to interact effectively with clients of the GSSC

A listing of the functions required is set out below. Final job descriptions will be provided to the successful bidder.

Functions	Description
Financial Accounting Analysis	Monitor accounts (payables, bank accounts, general ledger,...) to ensure correct and complete posting of related transactions.
	Analysis of accounts
	Build accounting reports
	Examine accounting records and ensure that the commitment control system for monitoring the funding is correct and consistent. Monitor and record the submission of Financial expenditure reports.
	Research and retrieval of statistical data from internal and external resources.
	Document necessary corrective bookings
Financial Management Analysis	Monitor data quality dashboards indicators and run reports or queries.
	Analyze exceptions and produce responses to COs or RBs
	Analyze and monitor accounts
	Provide advice on selected areas of financial resource management.
	Monitoring timeliness of responses.
	Provide advice prior to monthly closing on accounting and reconciliation open issues.
	Carrying out age analysis.

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	Monitor and support the COs in the financial closure of development projects and TFs.
	Monitor the budgeting and utilization of all management resources and development resources.
	Review and monitor XB resources to confirm availability of resources, integrity of balances and provision for reserves.
Programme Analyst	Advise and support project team members and clients on the complete, accurate and timely allocation of available resources.
	Provide value-added advisory services to promote strategic and results-based budgeting.
	Monitor the budgeting and utilization of all management and development resources.
	Monitor contract expenditures against budget and contractual ceiling amounts.
	Review and monitor allocated resources to confirm availability of resources, integrity of balances and provision for reserves.
	Play an active role in supporting the monitoring, oversight, and control of the programmes and offices
	Review exception reports for incorrect recording of revenue. Continuously monitor pending refunds to donors and interest refund. Draft working papers to the UNDP financial statements.
Payroll accounting	Undertake continuous analysis and monitoring of payroll, benefits, pension, separations accounts.
	Provide periodic support to the OHR Payroll Specialist in Global Payroll reviews.
	Ensure staff entitlements received in a timely manner, transactions are correctly identified, classified and recorded, maintaining adequate supporting documents.
	Review selected payroll related items, and ensure one-time payroll entries, and adjustments are accurately recorded.
	Review payroll related amounts, and check against the postings
	Review and clear exception reports and take corrective action
	Monitor expiring contracts
Assets accounting	Support effort to ensure compliance of Fixed assets management in adherence to UN/UNDP rules
	Ensuring proper capitalization of appropriate items in accordance with UNDP's policies governing assets
	Enter and review assets in Atlas asset management module ; ensuring all fields are complete and monitor the asset dashboard.

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	Set up assets management policies and procedures ; advise on assets/expenses differentiation
	Support management on physical inventory and assets disposal ; review of certification reports
Bank accounting	Monitor accounts (payables, bank accounts, general ledger,...) to ensure correct and complete posting of related transactions.
	Build accounting reports
	Document necessary corrective bookings
	Examine accounting records and ensure that the commitment control system for monitoring the funding is correct and consistent.
Inter UN accounting	Oversee analysis of underlying GL accounts and entries with specific responsibility for inter-funds accounting. Examine trust fund agreements and decide on appropriate coding structure in UNDP ERP. Responsible for ad-hoc reporting and related analysis for senior management.
	Coordinates and monitors the billing process to the UN quarterly for all UNDP staff on carious UN missions and other Agencies to whom UNDP staff are on reimbursable loan.
	Analyzing processes and recommending business process streamlining and improvements
	Monitor funding levels and proactively contact agencies when funds available are low. Provide input into policies/procedures related to agency financial arrangements.
Treasury accounting	Monitor impact of changes in local banking system.
	Analyze liquidity requirement including the imprest level adjustment and revision.
	Analyze positive pay exceptions daily and make Pay or Reject decision timely.
	Analyze service inquiries, investigate causes for issues reported, and provide fact-based and timely solutions.
	Monitor idle balances and provide the guidance for COs.
	Analyze the exchange rate data from COs and recommend the monthly UNORE.
	Monitor SCA balances daily. Analyze SCA replenishment and disbursement data semi-annually to determine the optimal level of the monthly replenishment.
	Monitor cash arrangements exceptions pertaining to policy deviations.
	Monitor bank account status and ensure timely closure of unused bank accounts.

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	Monitor and reconcile treasury IDB account transaction movements with IDB project CO records.
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Procurement	Perform procurement activities: RFQs, RFP, contracts, PO,... And record transactions in Atlas (ERP)
	Assist Programmes preparing Procurement planning
	Ensure organization of logistical services to deliver goods as scheduled
	Maintain relations with suppliers
	Gather data to monitor purchasing performance and suppliers records