Position Title: Deputy Director (Accounts Section), Division of Financial and Administrative Management (DFAM), D-1, New York, USA

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose for the job:

Under the direction of the Comptroller, the Deputy Director will:

- Actively collaborate with and participate in the Senior Management Team of DFAM and support the delivery of divisional objectives.
- Partner with key internal stakeholders to instill a financial mind-set across the organization and champion financial management reform and improvement within UNICEF.
- Plan, organize, and direct the activities of the Accounts Section.
- Establish and implement an accounting policy framework in accordance with applicable accounting standards (IPSAS) and provide technical advice in its respect.
- Provide leadership for preparation of:
  - Annual financial statements in accordance with IPSAS and UNICEF’s Financial Regulations and Rules.
  - UNICEF's official reports to donors on their contributions to Other Resources.
  - Organizational financial reports published in external UNICEF publications.
- Provide oversight for:
  - Maintaining and improving UNICEF’s official books of account and financial data.
  - Designing, developing, and supporting key financial accounting and reporting procedures and system design which provide for the safeguarding of assets and the prudent use of resources.
  - Preparing financial analysis, reporting and decision-making support for key business activities.
- Represent UNICEF’s interests with government, donors, and UN system stakeholders.

Major Duties and Responsibilities:

Provide oversight for the:

- Maintenance of UNICEF’s official books of account.
- Formulation and implementation of financial accounting and reporting procedures – ensuring that UNICEF can reflect fairly its financial position and result of its operations.
- Determination of functional requirements for the ERP systems (SAP) which support financial accounting and reporting.
- Preparation of financial analysis, management, and other reporting and decision-making support for key business activities.

Provide leadership for the:

- Preparation of UNICEF’s financial statements in accordance with applicable accounting standards (IPSAS) and UNICEF’s Financial Regulations and Rules.
- Official financial reports to donors on the use of their contributions and in UNICEF publications.
- Development, review, and update of UNICEF’s accounting policies – ensuring that these are up to date and appropriate, in line with applicable accounting standards, and compliant with UNICEF's Financial Regulations and Rules.
• Management of the Contributions Unit that is responsible for recording revenue and establishment of Special Accounts. Co-ordinate with the Public Partnerships Division and the Division of Private Fundraising and Partnerships to ensure that revenue recognition procedures, approvals of special accounts and financial terms and conditions of donor agreements are consistent with UNICEF’s financial regulations and rules, established accounting policies, and cash management requirements.
• Monitoring and control of contributions receivable and their timely collection.
• Partnership with Information and Communication Technology Division and other offices for maintenance and enhancements to financial modules in UNICEF’s ERP system.

Collaborate actively with the DFAM Senior Management Team and lead assigned activities that contributes to divisional objectives.

Contribute to UN inter-agency task force on accounting standards and represent UNICEF in relevant meetings and other fora with government officials, donor groups and UN agencies.

Discuss audit findings and recommendations relating to financial accounting and reporting matters with External and Internal Auditors and agree on implementation of recommendations.

Plan, organize, and direct the activities of the Account Section.

Serve internally and externally to UNICEF as an authoritative source of advice on financial management, accounting and reporting, and on the development of organizational objectives that have financial implications.

Act as Co-chair for the NYHQ Contracts Review Committee.

Minimum Requirements:

Professional accounting designation (Chartered Accountant, Certification Public Accountant or equivalent qualification) is required. Any additional academic qualification is an advantage.

At least 15 years of professional accounting and/or financial auditing experience, with the last 5 years at international level.

Oral and written proficiency in English is required. Working knowledge of another UN official language is an advantage.

Competencies of Successful Candidate:

Core Competencies
• Communication – level 3
• Working with People – level 3
• Drive for Results – level 3

Technical Competencies
• Financial accounting and financial statement preparation
• Financial management and accounting application systems for financial reporting
• Microsoft Office applications

Functional Competencies
• Leading and supervising – level 3
• Relating and networking – level 3
• Formulating strategies and concepts – level 2
• Analyzing – level 2
• Deciding and initiating action – level 2
• Following instructions and procedures – level 3

SSR competencies

• Delivering results
• Managing complexity and change
• Impact and partnership
• Innovation and risk taking
• Leading, engaging and nurturing
• Self-awareness

Applications will be considered only if accompanied by an updated Cover Letter and CV, as well as the two most recent PERs (for internals) / Evaluations (for externals). Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.