



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 2.1.03
Job Profile: J0054**

Duration of Post: Limited
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Finance and Budget Technician I	GSP	5855	G06	TTO

OBJECTIVE OF THE OFFICE/DEPARTMENT

PAHO Country Offices are responsible for ensuring that the Pan American Health Organization / World Health Organization (PAHO/WHO) country program of technical cooperation and its country presence provide adequate support to the national health development process and, at the same time, enables the country/ies to shape the subregional, regional and global health agendas. The PAHO/WHO Country Office is the basic organizational unit for technical cooperation within the country/ies, drawing on PAHO/WHO resources from all levels and all parts of the Organization.

ORGANIZATIONAL CONTEXT

The incumbent provides administrative support for the day-to-day budget and financial operations of the Office of the PAHO/WHO Representation and any other cost center(s) co-located with the Representation. Duties involve specialized financial tasks requiring knowledge of and training in accounting and will include monitoring budgetary allocations and the status of budgetary execution and updating budget and financial information in the PASB Management Information System (PMIS) for the PAHO/WHO Representation. Work requires interpretation and application of a wide range of accounting principles and practices. Financial and accounting rules and regulations, although well defined, require some interpretation in the selection of rules to follow to complete the wide range of tasks assigned or in adapting work methods for completion of the more intricate financial statements and transactions. The correct application and interpretation impact on the efficiency and effectiveness of the shared Administrative Services of the co-located cost centers. Although the Administrator is the first-level supervisor of the incumbent, PWR delineates the specific objectives, activities, and work plan for the regional cooperation. The incumbent will maintain frequent contact with staff at various levels throughout the PWR Office and other co-located offices to exchange information on financial matters, procedures and methods as well as with Headquarters to exchange and clarify information regarding the maintenance of the financial operations and related matters.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Administrator, and the general guidance of the PAHO/WHO Representative (PWR), the incumbent assists in the budget and financial operations of the PWR Office, and is responsible for, but not necessarily limited to, the following assigned duties:

- a) Coordinate budget and financial activities of the Representation, assisting in the planning, compilation and preparation of the Biennial Work Plan (BWP) and the semiannual program of work for each entity, including the allocation of assessed and voluntary contribution funds by program area; ensure that all assessed and voluntary funded transactions in the areas of budget control, finance, and accounts are managed in accordance with established PAHO rules, regulations, directives and procedures; provide direction and guidance on accounting matters to staff, create budget amendments in PASB Management Information System (PMIS);
- b) Initiate and/or approve budget and finance related actions in the PASB Management Information System (PMIS) for temporary staff and contingent workers; serve as Compensation Finance Partner Within Entity for PMIS for the PWR;

- c) Update budget and financial information in PMIS and in any other databases for reporting needs; provide feedback to enhance existing databases;
- d) Verify the execution of funds in accordance with the approved budgetary allocations; monitor and update funds as received; review documentation and source of funds prior to the establishment and request of financial commitments; monitor the use of the funds; analyze expenditures; determine availability of funds in each source; initiate transfer of expenses with Project Manager's justification and relevant approval; amend financial commitments to ensure availability of funds for future activities;
- e) Coordinate operational budget and financial activities, verifying that transactions are performed in accordance with relevant rules; create receipts, invoices and payments requests (subsidies, overtime, supplier, medical, per diem payments etc.) ensuring accurate calculations and relevant supporting documentation;
- f) Complete settlement runs for local currency bank accounts and direct deposits;
- g) Process accounting entries for receipts, identifying beneficiary and other relevant information to ensure prompt application of funds, prepare journals and accounting adjustments as needed;
- h) Ensure adequate funding of local currency accounts and initiate replenishment requests when necessary;
- i) Process settlement runs linked Staff Health Insurance (SHI) advance payments to active staff, retirees and hospitals, assist pensioners with submission of SHI requests to Headquarters for processing, etc.;
- j) Review supplier invoices for validation of participants' costs, as applicable; review and verify financial reports for LOAs and SFCs; review expenditures and issuance of notices of reimbursement;
- k) Maintain and update Signatory panel as needed (letters and documentation);
- l) Monitor outstanding financial transactions, i.e., amounts due from staff, non-staff, sponsors and clients;
- m) Coordinate with technical units the receipt of pending financial reports to justify transfers to counterparts through different modalities of technical cooperation;
- n) Collaborate with the Administrator to monitor the payment of Government quota contributions and in the establishment or modification of internal operating procedures; maintain files on the Government's Quota contributions and provide information and support to both Headquarters and the Government in this respect;
- o) Ensure that PAHO's financial Rules and Regulations are adhered to in the obligating and disbursement of funds of the Organization, and that security control measures are in place and operational with respect to financial aspects of the Representation, as recommended by Headquarters;
- p) Act as Focal Point in the UN OPT for Business Operation Strategy (BOS) for Finance;
- q) Reconcile financial reports, adjust as necessary and advise of any discrepancies; provide information regarding financial operations;
- r) Ensure that the year-end closure and financial operating procedures are followed, in accordance with established practices and procedures; perform the monthly bank reconciliation
- s) Prepare value-added tax (VAT) returns for the Country office and the PAHO/WHO Representative;
- t) Approve new suppliers, ensuring accuracy with their bank account information;
- u) Assist with monthly bank reconciliations for the local account;
- v) Compose routine letters, memoranda, electronic mail, reports, charts on own initiative or from verbal instructions using standard office computer software;

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others effectively with conflict - Creates team spirit; promotes collaboration and open communication in the team; proactively supports others; welcomes team responsibilities and drives team results; promotes knowledge sharing in the team. Proactively identifies conflicts and facilitates their resolution in a respectful manner; tactfully resolves conflicts between or with others and takes action to reduce any possible tension; effectively builds a rapport with individuals and teams, establishing good personal and professional relationships, as well as minimizing risk of potential conflict.

Respecting and valuing individual differences: - Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and discrimination, considering situations from the perspective of others.

Communication: Express oneself clearly when speaking/Listen/Write effectively/Share knowledge - Foresees communication needs of audience and targets message accordingly. Facilitates open communication; encourages

others to share their views openly and takes time to understand and consider their views. Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Knowing and Managing Yourself: Remain productive/Continuously learn - Remains objective and focused even in a “changing and moving” environment; continues to display positive behavior when facing some constraints; keeps challenges in perspective. Seeks all relevant information for decision making from a wide range of sources; quickly learns new competencies and skills that expand role capability; shows rapid understanding of new and/or complex information relevant to job.

Producing results: Work efficiently and independently/ Deliver quality results/Take responsibility - Prioritizes work, monitors own progress against objectives and adapts plans as required; communicates adjustments as necessary. Acts proactively and stimulates action as needed; handles problems effectively and constructively. Produces high-quality results and workable solutions that meet clients’ needs. Works independently to produce new results and sets own timelines effectively and efficiently. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

TECHNICAL EXPERTISE

- Proficiency in the use of automated financial accounting systems and specialized information systems associated with assigned responsibilities.
- Knowledge of budgeting and accounting principles and practices and ability to analyze financial data.
- Ability to plan, organize, coordinate and carry out financial/accounting processes, such as monitoring budget and accounting activities, developing operational standards and procedures manuals, determining priorities, adjusting or identifying new internal procedures, etc.
- Skills in planning, organizing, evaluating, problem-solving and decision-making in office management processes.
- Ability to write/originate routine and non-routine correspondence and reports.
- Ability to supervise, including skills in planning, organizing, evaluating, problem-solving and decision-making of office management matters.

EDUCATION

Essential: Certificate of completion of high school with formal training in the accounting or financial fields.

Desirable: Specialized training at the college, university or business school level with emphasis on accounting would be an asset.

EXPERIENCE

Essential: Six years of experience in general accounting work, including experience with automated systems for financial and budgetary control operations **or** three years of experience in accounting/financial budgetary operations, **and** one year of college or university level courses towards a declared minor/major in accounting, finance or business administration.

LANGUAGES

Fluency in English with working knowledge of Spanish.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.