


Finance Analyst - Nationals Only

Colombo, Sri Lanka

JOB INFO

Job Identification	25184
Posting Date	03/21/2025, 04:30 PM
Apply Before	04/05/2025, 09:29 AM
Job Schedule	Full time
Locations	 Colombo, Sri Lanka
Agency	UNDP
Grade	NOA
Vacancy Type	Fixed Term
Practice Area	Management
Bureau	Regional Bureau for Asia and the Pacific
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	Master's Degree
Other Criteria	Bachelor's degree with 2 years of experience
Required Languages	Fluency in English is required. Fluency in Sinhalese and/or Tamil is required
Vacancy Timeline	2 Weeks
Mobility required/no mobility	no mobility required

JOB DESCRIPTION

This position is open Sri Lankan Nationals Only.

BACKGROUND

The United Nations Development Programme (UNDP) in Sri Lanka is a key partner in driving sustainable development, tackling economic, social, and environmental challenges. Through its Country Programme (2023–2027), UNDP focuses on strategic, integrated solutions that align with national priorities and strengthen resilience in a changing socio-economic landscape. The country office enhances its advisory and programmatic functions by providing technical expertise, policy support, and strong implementation oversight. By promoting inclusive economic growth, climate resilience, and governance reforms, UNDP collaborates with government, civil society, and the private sector to develop scalable, localized solutions. With a focus on innovation, strategic partnerships, and efficient programme management, UNDP Sri Lanka ensures impactful, sustainable development, helping the country progress toward the Sustainable Development Goals.

The Finance team supports the Country Office (CO) in the promotion of its sustainable development agenda by continuously enhancing CO financial performance, delivering sound management of financial resources, and ensuring strong accountability through informed decision-making, effective financial management processes, and transparent financial reporting that complies with international standards and regulatory guidelines.

DUTIES AND RESPONSIBILITIES

Under the Integrated Services Team Leader (Operations Manager) the Finance Analyst is responsible for effective and transparent utilization of financial resources, and integrity of financial services. The Financial Analyst analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations.

The Finance Analyst supervises, leads and trains the finance staff of the finance Unit and works in close collaboration with the Operations, Programme and Project teams in the CO, UNDP HQ and GSSC staff, and Government officials to ensure successful CO financial performance.

UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. Therefore, UNDP personnel are expected to work across units, functions, teams, and projects in multidisciplinary teams in order to enhance and enable horizontal collaboration.

Ensure implementation of operational and financial management strategies and adapt processes and procedures.

- Full compliance of financial activities, financial recording/reporting system, and audit follow-up with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Prepare CO finance business processes mapping and elaboration of the content of internal standard operating procedures in the Finance Unit under the supervision of the Integrated Services Team Leader.
- Provide continuous analysis, monitoring and reporting on the CO financial situation and potential risks; and prepare forecasts for allocated development and management projects, transactions, and activities.
- Analyze and elaborate proposals on cost saving and reduction strategies.
- Coordinate quality assurance of Sri Lanka financial transactions with GSSC including collaboration as per agreed upon standard operating procedures.
- Routinely monitor financial exceptions reports and Dashboards; and take corrective actions
- Serve as Level 1 Approver and member of the bank signatory panel.

Manage budgets of management projects and DES and ensure the organization and functioning of an optimal cost-recovery system.

- Provide input to the elaboration of proposals for planning of financial resources of the CO.
- Prepare and monitor budgets. Provide regular analysis and reporting on the budget approvals and the delivery situation of management projects.
- Ensure administration of control mechanism for management projects by monitoring budgets, preparing and modifying budgetary status versus Authorized Spending Limits (ASL), and follow up with HQ on ASL for projects.
- Organize cost-recovery and Delivery Enabling Service (DES) mechanisms for services provided by UNDP ensuring the preparation of pro-forma invoices for UN agencies in ERP and monitor through the ERP tracking system. Ensure cost-sharing financing contributions are properly transferred to UNDP on a timely basis.

Ensure proper control of CO accounts.

- Analyze and elaborate proposals for the internal expenditures' control system for all transactions, including invoices and General Ledger. Ensure invoices processed are matched and completed; transactions are correctly recorded and posted in ERP; and travel claims and other entitlements are duly processed in IPSAS compliance.
- Ensure timely corrective actions on unposted invoices, including invoices with validation errors, match exceptions, and/or unapproved invoices. Provide timely response to HQ requests to resolve financial data issues.
- Control of the Accounts Receivables for UNDP projects and accounts closure.

Ensure proper CO cash and Treasury management.

- Provide timely review of cash position for local accounts to ensure sufficient funds for disbursements and maintain liquidity level approved by Treasury. Identify and record receipts/create deposits for revenue application.
- Identify and record contributions.
- Initiate and select bank transfers and deals for approval and settlement.
- Prepare timely and accurate monthly cash flow forecast for use by the Operations Manager.

Ensure facilitation of knowledge building and knowledge sharing in the CO and guidance to all stakeholders on financial matters.

- Contribute input to the identification of training needs of UNDP staff for the purpose of capacity development in finance compliance.
- Organize and conduct training for the operations/ programme/projects staff on financial management. Assist in providing regular training and technical guidance/advice on audit and compliance matters, including implementation of Internal Control Framework (ICF).
- Synthesize lessons learned and best practices in finance.
- Provide sound contributions to knowledge networks and communities of practice.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

Supervisory/Managerial Responsibilities: Yes

COMPETENCIES

- **Achieve Results:** LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
- **Think Innovatively:** LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
- **Learn Continuously:** LEVEL 2: Go outside comfort zone, learn from others and support their learning
- **Adapt with Agility:** LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
- **Act with Determination:** LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
- **Engage and Partner:** LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
- **Enable Diversity and Inclusion:** LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

People Management

UNDP People Management Competencies can be found in the dedicated [site](#).

CROSS-FUNCTIONAL & TECHNICAL COMPETENCIES

Business Management

- **Customer Satisfaction/Client Management:** Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs. Provide inputs to the development of customer service strategy. Look for ways to add value beyond clients' immediate requests. Ability to anticipate client's upcoming needs and concerns

Business Direction & Strategy

- **Business Acumen:** Ability to understand and deal with a business situation in a manner that is likely to lead to a good outcome. Knowledge and understanding of the operational frameworks in the organization and ability to make good judgments and quick decisions within such frameworks.

Business Development

- **Knowledge Facilitation:** Ability to animate individuals and communities of contributors to participate and share, particularly externally

Finance

- **Accounting (General):** Knowledge of accounting concepts, principles, regulations, policies and ability to apply this to strategic and/or practical situations.
- **Budget Management:** Ability to support budgetary aspects of work planning process, drawing and management of team budgets
- **Audit Risk Management:** Ability to address audit issues raised in the course of an audit and propose solutions in order to ensure a true and fair audit opinion is achieved.
- **Financial Risk Management:** Ensures financial resilience through proactive assessment of risk, implementation of controls and taking mitigating action. Understands risk and reward in relation to collaborative and commercial projects. Ensures a culture of positive risk management

QUALIFICATIONS

Education:

- A professional accounting qualification in an internationally accredited institute of accountancy, and/or Advanced (Master's) University Degree in Finance and/or Accounting is required. Candidates with professional accounting qualifications from an internationally accredited institute of accountancy will have a distinct advantage OR
- A first-level university degree (bachelor's degree) in the areas mentioned above, in combination with an additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.
- Candidates with no professional accountancy qualifications, but with degrees that major in accountancy and/or finance must complete the Finance Training and Certification Programme (FTCP), if recruited.
- Candidates satisfying the two above criteria are exempted from undertaking the UNDP Advanced Accountancy and Finance Test (AAFT).
- Candidates with MBA or masters in finance with no accountancy qualification but with relevant experience must successfully undertake the UNDP Advanced Accountancy and Finance Test (AAFT) to be eligible for shortlisting.

Experience, Knowledge, and Skills:

- Applicants with Master's degree (or equivalent) in a relevant field of study are not required to have professional work experience. Applicants with a Bachelor's degree (or equivalent) are required to have a minimum of two (2) years of relevant professional experience in providing financial management services, and/or managing staff and operational systems.
- Experience in the use of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of web-based management systems such as ERP financials and database packages.
- Experience of IPSAS and/or IFRS is required for external candidates.
- Demonstrated experience in programme finance management is desirable.
- Experience and knowledge in accounting and/or audit areas will be an advantage.
- Experience in managing and leading teams demonstrating people management skills will be an advantage.
- Prior experience with UN system or other multi-lateral organizational settings/development sector would be an advantage.
- Demonstrated experience and knowledge of relevant UN/ UNDP financial rules and policies will be an asset.

Language Requirements:

- Fluency in English is required.
- Fluency in Sinhalese and/or Tamil is required for local staff.

Disclaimer:

Equal opportunity

As an equal opportunity employer, UNDP values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNDP is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

Sexual harassment, exploitation, and abuse of authority

UNDP does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Probation

For all new UNDP fixed term appointments (FTA), including for staff members being transferred or seconded to UNDP under the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff, on an appointment of more than one year, continuation of the appointment beyond the initial 12 months is contingent upon the successful completion of a probationary period.

Right to select multiple candidates

UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Scam alert

UNDP does not charge a fee at any stage of its recruitment process. For further information, please see www.undp.org/scam-alert.