FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Finance)
Country and Duty Station:	Beijing, China
Fellowship duration:	12 months
Expected Onboard period:	Jan 2027

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

III. FELLOWSHIP OFFICE BACKGROUND:

The United Nations Development Programme (UNDP) China Country Office is part of UNDP—the United Nations' global development network. UNDP works in about 170 countries and territories, helping to end poverty, reduce inequalities and exclusion, as well as protect the planet, in line with the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs). Together, these efforts aim to ensure that improvements in human wellbeing remain within ecological boundaries. We also help countries to develop policies, leadership skills, partnering abilities and institutional capabilities, as well as build resilience, in order to achieve the SDGs.

UNDP China has been working in China over four decades, partnering to advance various phases of China's development outlined in the Government of China's Five-Year Plans. UNDP assists China in integrating the SDGs into development decisions, promotes the transition to an inclusive, low-carbon economy and a sustainable society, protects biodiversity, and informs China's international development cooperation engagement to advance global progress on the SDGs and the global climate agendas. In addition, UNDP leverages its global network and South-South Cooperation (SSC) to facilitate mutual knowledge and experience sharing between China and partner countries on best practices and lessons learned to advance the SDGs.

UNDP China's implementation modalities currently engage more than 15 Ministries and government representatives at the national and sub-national levels in 28 provinces. UNDP China also actively engages the United Nations development system, multilateral and regional institutions, the private sector, philanthropic foundations, academia and think tanks, intergovernmental bodies, and the media to accelerate the SDGs and global climate agendas in China.

SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST), in collaboration with partners, is the flagship youth talent cultivation program for sustainable development by UNDP China. It aims to cultivate a new generation of SDG professionals equipped with an international perspective, professional expertise and a strong sense of social responsibility, and provide solid talent support for the realization of the Sustainable Development Goals in China and globally.

Fellowship Scope: Fellow will have the opportunity to work closely with the *Finance Team* under the supervision of Finance Analyst in providing services to UNDP and other UN organizations in China to operationalise the work programme to accelerate the SDGs in China.

The Fellow position will offer valuable exposure to the provision of high quality and efficient financial service delivery and hands-on experience in finance related activities, analysis and other financial processes that provide valuable insights and support decision-making processes.

III. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Finance and accounting responsibilities** The Fellow works to support the *Finance Team* in the day-to-day financial management and operational related issues and supports engagement with the operations, programme and project teams in the country office, UNDP Global Shared Services Center, and the UNDP Regional Bureau for Asia and the Pacific. **Key Tasks and Responsibilities of the Fellow:** • Assist in the processing of financial transactions • Assist in the preparation of budget and other financial data analysis as assigned by the Finance Officer. • Assist to ad hoc tasks relating to finance and accounting activities	**70%**
2	**Audit and Assurance activities** UNDP implements Audit and Assurance rules and regulations following the Harmonized Approach to Cash Transfers (HACT) framework, which is a risk-based management approach on implementing partners who engaged in UNDP projects at local level. The HACT framework consists of four processes: macro assessments, micro assessments, cash transfers and disbursements, assurance activities. **Key Tasks and Responsibilities of the Fellow:** • Assist in the preparation and coordination of the planning phase: collection and consolidation of the data and updating on system. • Assist to follow up the audit and assurance activities phase: support in the communications with auditor and programme team to update status of audit findings and observations. • Assist in the preparation and uploading of the data and reports to the system. • Assist to ad hoc tasks relating to audit and assurance activities.	**25%**
3	**Other:** Support other/ad hoc activities as relevant and needed in the Finance Team.	**5%**

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

- Current Master's or PhD student, or holder of a Master's/Doctoral degree.
- Candidates with major in Accounting, Finance, Business Administration will be preferred.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

Language skills:

- Excellent oral and written communication skills in Mandarin and English are required.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.