

Posting Title : FINANCE AND BUDGET OFFICER, P4  
Job Code Title : FINANCE AND BUDGET OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 17 October 2019-30 October 2019  
Job Opening number : 19-FIN-RSCE-124335-F-ENTEBBE (M)  
Staffing Exercise : N/A

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### **Org .Setting And Reporting**

This position is located within the Regional Service Center Entebbe (RSCE). The Finance and Budget Officer will be based in Entebbe and reports to the Service Delivery Manager.

### **Responsibilities**

Within the delegated authority, the Finance and Budget Officer in his capacity as Service Line Manager is responsible for the following duties:

- Establishes a strong and effective partnership with clients, providing inputs in the development of client mission partnership survey questions pertaining to the service line; Ensure the quality of the financial reports and various inputs provided from RSCE meet the satisfaction level of clients in missions and desk officers in UNHQ and other stakeholders; Ensure that the team leaders take actions on the client mission survey findings and UNHQ feedback.
- Continuously improves service delivery by frequently monitoring performance and achieving targeted performance levels; Ensure that accurate accounting records from IPSAS-compliant trial balances derived, are maintained by all teams; Timely review and resolution of open items, following up with client missions to clarify and clear such open items.
- Participates in the preparation of monthly financial reports up to Trial Balance stage for all RSCE client missions in compliance with IPSAS standards; Support the development of accounting manual to document policies, procedures, and the use of ERP systems.
- Supports with the development of the centre's annual budget development programme, providing supervision and coordination with respect to the establishment of major resourcing priorities, assist in preparing budget proposals, in terms of the Missions's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; review, analyse and revise data with respect to the finalisation of the budget proposals as well

as Results Based Budgeting inputs;

- Participates in the planning and preparation of the closing of the monthly and Year-End Accounts of RSCE and client missions ensuring full resolution of all open items, Account Receivables and Payables and Clearing Accounts;
- Prepares financial reports that informs and meets the needs of senior management of the Mission, relevant external stakeholders as well as those acting on behalf of the Mission and its client missions at UNHQ;
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Service Delivery Manager;
- Acts as Certifying Officer under Financial Rules 105.5 or Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules;
- Continuously improves process efficiency and drive standardization, ensuring that the enhanced internal controls are implemented by the Service Line, coordinate Internal Controls testing and implementation of process and internal control improvement recommendations.
- Engages and energizes the workforce: Build the skills and knowledge for success, ensuring that all team members in the Service Line complete all mandatory and compliance-related trainings (including RSCE induction and client orientation training); Participate in the workforce planning project, inclusive of Finance related role profiles and assist in conducting a gap assessment
- Performs other duties as maybe assigned.

### **Competencies**

**Professionalism:** Knowledge of finance, budget, administration and financial management. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals;-Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda;-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each

staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

### **Education**

Advanced university degree (Master's degree or equivalent) in business administration, accounting, finance or related field is required. A first-level university degree in combination with relevant years of experience in financial management, accounting or other related field, maybe accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven (7) years of progressively responsible experience finance, accounting and financial analysis and interpretation of financial results is required.

Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes)-or similar international organization setting is desirable.

Experience with financial management or accounting in an international setting is desirable.

Experience in a shared service centre or other centralized support functions is desirable.

### **Languages**

English and French are the working languages of the United Nations. For the position advertised, Fluency in English is required.

### **Assessment**

Evaluation of qualified candidates may include an informal interview.

### **Special Notice**

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual

harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.