

Posting Title : FINANCE AND BUDGET OFFICER, FS6
Job Code Title : Finance and Budget Officer
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 20 February 2024-20 March 2024
Job Opening number : 24-FIN-RSCE-228761-R-ENTEBBE (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support.

In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management. For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Budget Unit of the United Nations Regional Service Centre, Entebbe (Uganda). The Finance and Budget Officer reports to the Deputy Director, Regional Service Centre Entebbe.

Responsibilities

Within the delegation of authority and under the supervision of the Deputy Director, RSCE, the incumbent will be responsible for the following duties:

- Prepare cost estimates and budget proposals, in terms of the Centre's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; review, analyse and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Provide support to programme/fund centre managers (Substantive and Support Sections) with respect to the elaboration of resource requirements for budget submissions.
- Administer and monitor extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Administrate the Centre's allotments in accordance with the established procedures including redeployment/reallocation of funds.
- Ensure the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to senior management for decision making; Provide support and guidance to fund centre/programme managers on budget implementation and corrective actions where necessary.
- Analyse complex/unusual accounting transactions and open items in the accounting system and implement corrective actions.
- Prepare the budget performance report of the mission and ensure that correct and accurate data and information are provided by the various programme /fund centre managers in compliance with the Controller's instructions. Review and finalise the performance reports ensuring valid and adequate variance explanations between approved budgets and actual expenditures.
- Review and reconciles various clearing accounts, investigate erroneous/invalid entries and take appropriate corrective accounting action.
- Process incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Advise and ensure that only valid year-end budget commitments confirming with established criteria are valid for carrying forward.
- Review and verifies that appropriate relevant supporting documents have been provided for the processing of payments for goods and services received;

- Supervise the disbursement of payments and monitor transactions.
- Manage cash flow requirements of the Centre; Verify imprest documentation and prepare imprest statements.
- Act as a Certifying Officer under Financial Rule 105.5 or Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules; Act as Bank Signatory under financial rule 104.5.
- Provide 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 supervision/guidance of the Deputy Director.
- Oversee the daily operations of the Budget Unit and supervise staff.
- Carry out other duties as assigned.

Competencies

Professionalism –Knowledge of United Nations financial and budgetary principles and practices, budget development and financial administration of resources. Ability to formulate new strategies and technical approaches to financial and budgetary matters. Ability to ensure effective and efficient financial management and the exercise of economy. Ability to provide effective, credible advice to senior management on budgetary and financial matters. Ability to draft budget and finance related reports. 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.

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.

Accountability -Takes ownership of all responsibilities and honours commitments -Delivers outputs for which one has responsibility within prescribed time, cost and quality standards - Operates in compliance with organizational regulations and rules -Supports subordinates, provides oversight and takes responsibility for delegated assignments -Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

High school or equivalent diploma is required.

Job Specific Qualifications

Technical or vocational certificate in accounting, finance, budget or related fields is required.

Work Experience

A minimum of ten (10) years of progressively responsible experience in accounting, budgeting, financial management or related area is required. A minimum of five (5) years relevant work experience with first-level degree (Bachelor's or higher degree).

Experience in use of the financial module of an Enterprise Resource System (ERP) is required.

Experience in the preparation of cost estimates and budget proposals is required.

Experience in the preparation of budget related responses to legislative bodies is required.

Experience in advising senior management on budgetary and financial matters is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English is required. Knowledge of another UN official language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

- This post is funded for an initial period of one year and may be subject to extension.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.
- Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.
- At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities.

An impeccable record for integrity and professional ethical standards is essential.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 Nov 2023, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Central African Republic, Chad, China, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Hungary, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Liberia, Libya, Liechtenstein, Luxembourg, Madagascar, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mozambique, Myanmar, Namibia, Nauru, Oman, Palau, Panama, Papua New Guinea, Paraguay, Qatar, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Slovenia, Solomon Islands, Somalia, South Sudan, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.