

Posting Title : Finance and Budget Officer, FS6
Job Code Title : BUDGET OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 18 March 2019-16 April 2019
Job Opening number : 19-FIN-RSCE-112990-R-ENTEbbe (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

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

Responsibilities

Within the delegation of authority and under the supervision of the Deputy Chief Regional Service Centre Entebbe, the incumbent will be responsible for the following duties:

Prepare cost estimates and budget proposals, in terms of RSCE's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; review, analyze 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;

Administer RSCE'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 RSCE Management for decision making;

Provide support and guidance to fund centre/programme managers on budget implementation and corrective actions where necessary;

Analyze complex/unusual accounting transactions and open items in the accounting system and implement corrective actions;

Prepare the budget performance report of RSCE 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 finalize the performance reports ensuring valid and adequate variance explanations between approved budgets and action expenditures;

Review and reconcile various clearing accounts, investigate erroneous/invalid entries and take appropriate corrective accounting action;

Processing 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 verify that appropriate relevant supporting documents have been provided for the processing of payment for goods and services received;

Prepare staff members' entitlements including claims, daily subsistence allowance, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nations policies, e.g. staff rules, financial regulations and rules, ST/AI issuance or practices, IPSAS policy framework, etc.;

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 Chief Regional Service Center Entebbe.

In the absence of the Deputy Chief Regional Service Center Entebbe, oversee the daily operation of the Unit;

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 and 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 organisational 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. Technical or vocational certificate in accounting, business administration, finance, budget or related fields is required.

Work Experience

At least ten (10) years of progressively responsible experience in administration, accounting, budgeting or financial management is required. Experience in use of the financial module of an Enterprise Resource System (ERP) is desirable. Experience in the preparation of cost estimates and budget proposals is desirable. The minimum years of relevant experience is reduced to five years for candidates who possess a first level University degree.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required.

Assessment

Candidates may be required to take basic accounting and mathematical tests to determine their eligibility for this position. Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

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.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

