

TERMS OF REFERENCE

Title:	Budget Specialist Health/Polio
Level:	P3
Appointment Type:	Temporary Appointment
Duration:	6 months from 16 th July 2023
Duty Station:	Abuja, Nigeria
Reporting to:	Chief of Health

PURPOSE

The Health Section, which is responsible for the UNICEF polio response in Nigeria, manages about 90 grants each year with an allocated budget of about 130 million USD by June 2023. These grants have varying requirements and conditionalities. Under the direct supervision of the Chief of Health, the Budget Specialist will be responsible for tracking, analysing, and reporting income and expenditures for humanitarian health responses including cholera and polio, integrated immunization, and other programmes, including donor contributions.

He/she will be accountable for analysing the needs, preparation, management and monitoring of contributions, involving all sources of funds across health outputs contributing to the overall management of funds in the health section, with a focus on L3 activated crisis (namely polio response and cholera). He/she will be responsible for implementing systems and procedures related to improved funds monitoring and utilization in the section and support the planning and allocation of budgets across different outputs and sections, including SBC (Social Behaviour Change). She /he will provide quality assurance of budget development, utilization, and reporting and monitor the pipeline and funds analysis for resource mobilization for Health and Polio in an integrated manner.

MAIN RESPONSIBILITIES AND TASKS

Under the direct supervision of the immunization manager, the Budget Specialist will perform the following tasks:

1. Supports the formulation of strategies and concepts

- Align contribution management with health programme outputs and strategies and develop medium to long-term plans for effective budget management contributing to the overall governance of the Section, with a focus on L3 humanitarian responses
- Develop capacity building plans for strengthening the overall budget management of the section
- Develop and revise the Health section budget, contribution and financial strategies with the sections vision and staffing structure ensuring it is coherent and meaningful
- Influence the Resource Mobilization strategies based on budget trend analysis for the section, with a focus on L3 activated humanitarian responses (polio and cholera)

2. Support Polio Budget analysis, and other outputs, focusing on achieving results

- Integrate and analyze potentially conflicting numerical, verbal and other data from a wide variety of sources.

- Identify key, high-level trends across data sets.
- Recognize subtle inter-relationships among multiple issues and sees the potential effects on the overall system or process.
- Make logical, rational, well-reasoned and defensible judgment from the analyses
- Liaise with RO/HQ (ORPG Rapid Response Team) and technical colleagues to dialogue and constantly inform the section chief on policies and guidelines on budget management
- Use integrated knowledge on Polio response and other programme areas to discuss at partnership level and within UNICEF; to solve immediate problems but also place them into a wider context to come up with recommendations for the whole system.

3. **Contribution management (Polio Surge and OBR budget planning, Budget allocation, monitoring)**

- Participate in the development of the budget-related components of the Health and HIV section workplan including Polio, annual management plan, Resource mobilization and Partnership Strategy, including donor proposals.
- Monitor compliance and inform relevant output managers to ensure that fund management objectives and targets are on track, and that staff is aware of donor conditions.
- Ensure timely allocation of new grants to respective outputs in line with approved budget breakdown and donor conditions
- Monitor grants expiry dates and in dialogue with the output managers and the section chief find solutions for proper utilization aligned with results,
- Monitor the utilization of regular Resources and Other Resources and produce regular updates for the Section
- Support the capacity development of section staff to improve the description of expenditures that appear in financial reports
- Retrieve information on costs of programme elements, such as staff and related costs from automated files and compiles them in standardized and customized reports.
- Collect and analyze budget and financial data for programme/project planning, management, monitoring and evaluation purposes.
- Review the accuracy of VISION/SAP generated data.
- Generate the financial data and information and coordinate with programme sections on incoming funds, grant creation, extension and adjustments as well as reallocations; monitoring conditionality and deviations; and coordinate responses to financial queries and enquiries from donors, Regional Office and headquarters. This includes managing forecasting and budget allocations for payroll.

4. **Management of financial dashboard reports and Polio staffing quarterly dashboard**

- Monitor allocation and expenditures trends; generate, prepare and share with members of the management team the financial progress reports adapted from VISION and bring to the attention of the Programme & Planning Specialist any deviations or delays for corrective measures.
- Prepare and timely submit monthly Management Indicator reports to the meetings of management team, including analysis on key programme indicators
- Follow-up on agreed action during presentation of management reports
- Provide reports on budget utilization during reviews (Mid-year, annual and mid-term reviews).
- Support technical / programme sections and coordinate with the Program Specialist and Deputy Representative in the planning and forecasting of budget needs and maintain a cross-sectoral budget allocation and tracking tool to ensure that sufficient funds from the appropriate sources (and in line with donor conditions) are allocated to ensure proper and timely implementation of programmatic activities.

- Monitor commitments and expenditures to ensure timely, accurate and appropriate grant information is provided on programme budget, allocations, commitments, expenditures and projections and with the aim to ensure delays, errors and discrepancies are detected and corrected.
- Support in ensuring that funds are only used for the purposes agreed and in line with project proposals and donor conditions, including by tracking support for cross-cutting programs and operations. Keep office senior management, program specialist, budget owners and section chiefs informed on DCT status and utilization rates and make recommendations for corrective action as required.

5. Management of financial reports related to resource mobilization and donor reporting

- Support the preparation and review of financial reports to donors to ensure alignment with VISION reports and adherence to donor templates and guidelines.
- Prepare financial reports related to contributions in close coordination with the related programmes.
- Support the preparation and review of budgets in donor funding proposals in line with UNICEF financial rules and regulations.
- Support the preparation of budget related documentation and analysis as related to the fundraising function including income analysis and fundraising gaps.
- Support producing the Financial SitRep for the Emergency appeals

6. VISION support to fund management

- Provide support to the Health and HIV programme on the appropriate VISION work processes, routine operation and utilization of the system and PIDB codes.
- Diagnose problems and locally resolve/respond to queries that users encounter or liaise with the NYHQ including the global helpdesk for solutions.
- Building the capacity on budget management including training on VISION and insight.
- Process requests for grants extension ahead of expiring dates in VISION in consultation with output managers
- Maintain updated VISION records for budget allotments, planning ceilings, donor contributions and related correspondence.
- Provide support to the sections through preparation of monitoring reports (donor utilization reports, all routine management reports produced by VISION, non-routine reports and presentations), review and analyse reports and recommend actions to be taken to maximize the efficiency of the sections fund utilization.
- Assist office senior management and programme staff in allocation and reallocation of funds. Conduct regular review and reconciliation of Grants; provide analysis by using the management indicators. Ensure that contributions are fully utilized and in a timely manner.
- Together with the output managers and the health specialists ensure that required donor budget reports are clear, concise, on time and with accurate financial figures.

7. Cost distribution and payroll

- support and advise budget owners on conditions of Grants utilization in payroll.
- Support staff payroll run by ensuring that adequate funds are allocated for staff salary and cost distribution uploaded for all staff on FT and TA.
- Maintain an analysis for the payroll and related gaps

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education: An advanced university degree in Social Sciences, Statistics, Engineering, Business Administration, Finance/Accounts Management or related area of study.

Experience: A minimum of five years of professional experience in one or more of the following areas is required: programme finance and budget management, operations, monitoring and reporting, public affairs, programme management, resource mobilization, external relations, or other relevant area. Experience in managing donors and partnerships and multi-year grants is required, and experience working with UN agencies is an asset.

II. Competencies and level of proficiency required


Core Values

- Care, Respect, Integrity, Trust and Accountability


Functional Competencies:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Prepared by:

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Approved by:

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