



**UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB DESCRIPTION**

I. Post Information

Job Title: **Budget Specialist**
Supervisor Title/ Level: **Dep Rep Operations P4**
Organizational Unit: **Operations**
Post Location: **Manila, Philippines/EAPRO**

Job Level: **Level 3**
Job Profile No.: 60000078
CCOG Code: 1.A.12
Functional Code: OO/P-3
Job Classification Level: **Level 3**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

Under the direct supervision of the Deputy Representative Operations and in close collaboration with the Deputy Representative Programmes, the incumbent will be responsible for the management and monitoring of the Integrated Budget, reporting on fund utilization and providing timely advice to programme and operations colleagues. The incumbent is responsible for quality assurance and risk management in the context of HACT and will review budget of PCA/SSFA agreements. The post requires a comprehensive understanding of the purpose and functions of the programme sections with which it interacts. The post requires to keep abreast and be able to interpretate and implement the corporate administrative and financial procedures. Identified anomalies must be cleared with the supervisor. On the basis of instructions, corporate procedures and guidelines and best practices, decisions are made in the course of the performance of assigned tasks with the overall objective of ascertaining quality of budget management and transaction, acceptability of supporting documentation, improving workflow, prioritizing work, and organizing tasks. The post provides analysis of data and

recommends improvement on systems and procedures affecting programme budget monitoring as well as makes recommendations on operational strategies.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

1. Coordinate the administration and maintenance of the Integrated Budget, registration and inbound processing of Grant, including reconciliation with DFAM. Consult with the Deputy Representatives and Section Chiefs in the allocation of funds within the framework of programme and donor objectives, as well as operational constraints. Monitor unspent funds and over-expenditures at year-end or prior to grant expiry for reconciliation, re-phasing or extension, as needed.
2. Serve as the office focal point for HACT, coordinate HACT assurance activities through third party providers and support the programme section in ensuring that programmatic monitoring of activities supported by cash transfers are carried out following standards and guidance for site visits and field monitoring. Liaise with Programme managers in monitoring the status of recommendations.
3. Prepare financial performance reports for review by the CMT and PMT. Assist the Programme and Operations Section and Emergency team in managing and monitoring the grants for programme and institutional budgets. Prepare periodic budget status needed for performance analysis review, monitoring and action by office management and programme units. Work with PCR and IR managers and support the use of the Performance Management System to effectively monitor key performance indicators.
4. In consultation with respective programme staff, support donor proposal, donor reporting, and partnership document processing and quality assurance, with focus on ensuring that joint budgets are consistent with the provisions in the agreement and are in accordance with related policies and guidance.
5. Support the creation and implementation monitoring of the Annual Management Plan.
6. Participate in the country programme strategy, development, planning and preview/review meetings, to identify budgetary/funding need.
7. Prepare office budget using the corporate Integrate Budget planning system based on the Country Programme Management Plan (CPMP).
8. Validate reports on progress and utilization of funds to donors and governments. Provide support to the annual report and budget preparation.
9. Supervise two Programme Assistants that are part of the Operations and Programme Support Unit.

Key Duties & Tasks

1. Policy interpretation and application

As technical professional and manager, accountable for the correct and consistent application of organizational policies and procedures in the management of finance and administrative functions through the provision of technical leadership and

operational support to the country office. Contribute to global and regional strategic planning and policy changes/formulation on operational matters as necessary; Provide technical input to contribute to the establishment of operational guidelines in close coordination with the head of office, the Regional Operations Team and DFAM. Implement the effective communication, training, roll-out, monitoring and evaluation of new operational initiatives, guidelines, and procedures.

2. Fiduciary integrity/responsibility for funds and assets

Safeguard the financial resources entrusted to the office by advising on and/or managing financial assets, financial planning, and cash management activities and by recommending improvements to the financial and administrative management systems and procedures. Accountable for fiduciary integrity/responsibility for funds and assets taking decision on all operational and financial transactions, disbursement of funds, and administrative arrangements. Ensure efficient, cost-effective, and transparent utilization of resources through knowledge and technology transfer between offices and consistency of approaches.

3. Leadership in strategic planning and policy formulation in the areas of operations

Play a major role in strategic planning and decision-making within the UNICEF Operations and provides sound professional input and oversight to the development, reform and change of financial, systems and procedures. Participate in effective management process by providing technical advice and support to corporate committees (including IBR, PBR, CMT, PMT, CRC, PSB).

4. CPMP

Support the development of finance, budget and administrative components of the CPMP; participate in the review of office structures and operations, prior to budget preparation, in line with the country programme commitment; contribute to the preparation of budget.

5. Compliance and Internal Control

Monitor and manage budget process. Ensure all other operational reporting requirements are fully met for the office. Monitor compliance with all operational systems and procedures and ensure integrity in all financial policies and procedures. In collaboration with the Deputy Representative for Operations, ensure the implementation of agreed audit recommendations in budget management. Advise on corrective measures to be taken. Develop training activities to ensure effective operational performance and efficiency.



6. Staff Learning and Development

Develop training activities to ensure effective operational performance and efficiency. Develop and implement effective staff learning and development programme activities for both programme and operations staff to facilitate roll outs of corporate programme tools, such as e-tools. Provide coaching to supervisees on performance enhancement/development.

7. Partnership, Coordination and Collaboration

Support programme staff in maintaining government counterpart relations; advise on adherence to financial regulations and rules pertaining to HACT. Cooperate and

<p>coordinate with other UN agency counterparts in the UN reform initiatives such as HACT capacity building of Implementing Partners. Facilitate the review of cooperation agreements through the PCA.</p>	
<p>IV. Impact of Results</p>	
<p>The ability of the Budget Specialist to effectively manage and supervise the full range of budgetary services directly impacts on meeting organizational/staff needs and program delivery of goals and objectives. This in turn contributes to maintaining and enhancing the credibility of UNICEF as an effective and responsible manager of resources entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results.</p>	
<p>V. UNICEF values and competency Required (based on the updated Framework)</p>	
<p>i) <u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	
<p>ii) <u>Core Competencies (For Staff with Supervisory Responsibilities) *</u></p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (1) ▪ Demonstrates Self Awareness and Ethical Awareness (2) ▪ Works Collaboratively with others (2) ▪ Builds and Maintains Partnerships (2) ▪ Innovates and Embraces Change (2) ▪ Thinks and Acts Strategically (2) ▪ Drive to achieve impactful results (2) ▪ Manages ambiguity and complexity (2) 	
<p>VI. Recruitment Qualifications</p>	
<p>Education:</p>	<p>Advanced university degree in accounting, business administration, economics, or financial management and membership - or enrolled for membership - of recognized professional accountancy body</p> <p><i>* A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.</i></p>
<p>Experience:</p>	<p>Five years of relevant progressive professional work experience in National and/or International organizations in finance and accounting and/or other related fields.</p> <p>Work experience in emergency duty station.</p>

	<p>Advanced knowledge of Microsoft Office, especially Excel is required.</p> <p>Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is essential.</p>
Language Requirements:	Fluency in English and local language is required.
VII. Signatures- Job Description Certification	
<p>Name: Thomas Meyerer Title: Dep Rep Operations</p>	<div style="text-align: center;">  Signature </div> <div style="text-align: right;">Date</div>
<p>Name: Oyunsaikhan Dendevnorov Title: Representative</p>	<div style="text-align: center;">  Signature </div> <div style="text-align: right;">Date</div>