



UNITED NATIONS CHILDREN'S FUND TERMS OF REFERENCE

I. Post Information

Job Title: **Budget Associate**
Organizational Unit: **Budget**
Post Location : **Amman Outpost in Jordan**

Job Level: **G-6**
Job Profile No.:
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-6**

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:

The Budget Team provides oversight and technical support to the UNICEF Yemen Country Office to ensure timely and appropriate utilization of received resources. As of the end of 2022, UNICEF Yemen managed a \$560 million throughput from over 450 different funding sources. With most resources coming from public and private partnerships, the Budget Team also supports contribution management for improved partnerships and resource mobilization. There are over 1000 budget allocations processed every month, and these require review and timely processing to support activity implementation. Yemen CO has an average overall budget allocation of \$800 million at any time and this requires close monitoring to minimize the risk budget mis-allocation, late sharing of information and other budget allotment management risks that have far reaching consequences to the organizational goals. This function is important in ensuring budget actions for these vast resources are taken with high accuracy and in a timely manner.

Purpose for the job:

Under the supervision and guidance of the Programme Budget Specialist, the Budget Associate is responsible for executing a broad variety of procedural and specialized budget tasks for the respective section requiring in-depth knowledge of UNICEF budget procedures, processes and policies.

III. Key functions, accountabilities and related duties/tasks

Budget Monitoring (specialized)

- Incoming funds documentation. Prepares forms, follows through authorizations and allocates all new contributions received by Yemen CO to appropriate outcomes and outputs within agreed timelines to facilitate timely implementation of activities.
- Maintains all automated budget monitoring and reporting tools by updating background templates with the latest information at agreed intervals to facilitate smooth and timely budget reporting (FTS, Sitrep, Dashboards, etc)
- Documents and process all Yemen CO fund movement transactions according to the budget allocation Memo and carries out transactions in VISION pertaining to requests from Programmes/Sections and Field Offices on allocations, reallocations and rephasing grants allotments.
- Periodically reviews budget reallocation reports in VISION to ensure accuracy and timely flagging and correction of invalid budget movements.
- Provides support on the draft of periodic and ad-hoc financial reports/Power Point presentations relating to budget allocation and utilization to support the office in optimizing use of programme funds.
- Supports the capacity development activities addressed to PAs on Budget related and the tracking of budget related pending issues, financial red flags.
- Provides on-demand helpdesk support to colleagues on budget related VISION processes.
- Provides support on the development and maintenance of the Contributions Management & Budget team site and maintains updated the information on the shared drive.
- Updates the budget implementation tracker with inputs from donor proposals, grant dashboards or information shared by Partnerships team to facilitate early tracking of budget implementation bottlenecks
- Supports the drafts of monitoring and reporting information for the management on financial performance indicators to drive more efficient management and accountability for results.
- Prepares and maintains records, documents and control plans for the budget monitoring of project/programme implementation.

IV. Impact of Results

The G-6 staff member is accountable for facilitating accurate budget allocation in line with the Budget allocation memo to facilitate smooth and timely implementation of activities and achievement of results.

The staff member is to monitor funds for carry over to streamline grant utilization according to proposal schedules, this helps the office achieve correct sequencing of activities.

The staff member's support with consolidation of information and updating different monitoring systems helps with improvement of budget reporting which ultimately contributes to improved donor confidence and resource mobilization.

The a G-6 staff member is to facilitate efficient budget monitoring by providing custom reports and analyses through the use of non-traditional and more efficient tools for budget monitoring that result in more accurate, programme aligned and realistic budget implementation..

Budget Associate role is involved in providing budget trainings and clinics, helpdesk support as well as backstopping other budget functions such as payroll management and budget reporting.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (II) ▪ Drive for results (II) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Analyzing (II) ▪ Learning and Researching (II) ▪ Planning and organizing (II) ▪ Following Instructions and Procedures (II)
<p>VI. Skills</p>	
<ul style="list-style-type: none"> • Advanced skills using in Excel, PowerPoint and database management and other UNICEF software such as SharePoint; knowledge of integrated management information systems required. • SAP knowledge will be an asset. • In-depth knowledge of UNICEF organizational structure, Budget policies and procedures. • Organizational, planning and prioritizing skills and abilities. • High sense of confidentiality, initiative and good judgment. • Ability to work effectively with people of different national and cultural background. • Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff. • Understanding of understanding of key donor conditionalities (EU, USG, WB) is an asset 	
<p>VII. Recruitment Qualifications</p>	
<p>Education:</p>	<p>Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.</p>
<p>Experience:</p>	<p>A minimum of 6 years of relevant finance or budget work experience is required.</p> <p>Proficiency in MS Excel is required.</p> <p>Experience with using SAP software is an asset.</p>
<p>Language Requirements:</p>	<p>Fluency in English and Arabic is required. Knowledge of another UN language or local language of the duty station is considered as an asset.</p>