



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB DESCRIPTION

I. Post Information

Job Title: **Budget & Finance Specialist**
Supervisor Title/ Level: **Deputy Representative, Operations P5**
Organizational Unit: **Operations**
Post Location: **Venezuela Country Office**

Job Level: NOC
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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 & Finance Specialist** reports to the Deputy Representative of Operations for general direction and guidance. The specialist is responsible for providing support to the Chief of Operations in managing, monitoring and overseeing the full range of financial services and budget in support of program and operational activities (i.e. financial planning, disbursements of funds and payments, treasury and accounting, financial analysis and reporting of resources), ensuring compliance of all financial and budget operations with organizational plans, policies, procedures, guidelines, standards of performance, ethics, and integrity.

The Budget & Finance Specialist will be responsible for planning and guiding work in progress and for reviewing work completed by subordinate staff to verify accuracy and compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulation and Rules, policies, procedures, guidelines, standards of accountability, and ethics.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to financial planning and management**
2. **Control of accounts**
3. **Treasury and cash management**
4. **Budget management**
5. **Knowledge and capacity building**

1. **Support to financial planning and management**

- Prepare/analyze financial data/estimates and documentations, verifying relevancy, accuracy and completeness to facilitate financial planning for CPMP and regular management advice (including review of financial figures in PCAs). Provide technical and operational support throughout the financial planning and implementation process.
- Review budget implementation according to allotment, codes and certify compliance with guidelines and procedures. Keep stakeholders informed for timely action.
- Provide technical and operational support on the application, interpretation and implementation of financial policies, procedures and guidelines to the Representative and CO colleagues and stakeholders. Resolve routine financial issues and/or recommend (and record) deviation from procedures and guidelines to meet objectives.
- Evaluate financial and reputational risk in transactions carried out by the office and raise flags when actions are needed by management.
- Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.
- Provide technical support to the programme counterparts/committees, e.g. review budgets and financial plans of implementing partners; monitor compliance with HACT framework, including support to assessments, assurance and capacity development of implementing partners.
- Prepare work plans for supervisee/s, provide timely technical guidance, monitor work in progress and review work completed to approve transactions and/or certify/verify accuracy of work and compliance with IPSAS and UNICEF Regulations and Rules, policies, procedures, and guidelines.
- Where applicable, advise and support PSFR activities on budget preparation, strategic income projection/ reporting, setting and monitoring performance indicators, revenue and expense reporting, and provide technical advice during strategic planning exercises.

2. **Control of accounts**

- Process and/or review (as per delegated authority) the accurate and timely submission of payments (e.g. payroll, MIP, travel claims, pension fund, advances to governments etc), journal entries and other financial transactions within scope to the Global Shared Services Center (GSSC), ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues. This includes dialogue and follow up with the GSSC to facilitate timely processing of financial transactions submitted to the center.
- Process/supervise (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
- Process/supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.
- Monitor and analyze financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.

- Prepare or contribute to mandated management/statutory office financial and accounting reports to UNICEF Board/Bodies/Donors, verifying the reliability of data and compliance with organizational guidelines.
- Collaborate with oversight bodies (e.g. UNBOA, OIAI, Evaluation Office, JIU, donors, etc.) to provide answers and to follow to resolution of financial observations and recommendations.
- Assure proper and timely completion of accounts closure activities (monthly, quarterly and yearly)
- Examine DCT transactions (transfer, adjustments, reprogramming and liquidation) supporting documents to ensure FACE form has been properly entered into the system and the expenditure is broadly reasonable and in accordance with policy.

3. Treasury and cash management

- Manage bank, petty and cash on hand accounts transactions and operations in accordance with UNICEF/UN financial regulations and rules, policies, procedures and local banking practices. Keep abreast of procedures and regulations regarding maintenance of bank accounts and exchange and interests' rates. Keep supervisor and relevant colleagues informed for timely action.
- Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments.
- Maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendation or take action to ensure sufficient availability of resources for programmes and operations activities.
- Review monthly bank reconciliation and take appropriate corrective actions on findings identified by the GSSC.

4. Budget planning, performance monitoring and reporting

- Support the monitoring and reporting of the country programme budget
- Prepare budget performance and analytical reports for presentation to senior staff.
- Prepare financial information for inputs into various internal and external reporting requirements, including donor proposals.
- Provide guidance on budget preparation, review and policy related queries.
- Prepare Cost Affordability analysis for Programme Budget Review (PBR)

5. Knowledge and capacity building

- Promote culture of highest ethical standards and behavior in management of UNICEF's resources.
- Contribute to initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Implement and/or recommend management improvements to enhance productivity and performance including implementation of cost saving strategies.
- Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.
- Support operations of the office as required.

IV. Impact of Results

The ability of the Budget & Finance Specialist to effectively manage and supervise the full range of financial 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.

V. UNICEF values and competency Required (based on the updated Framework)	
<p>i) Core Values</p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability 	
<p>ii) Core Competencies (For Staff with Supervisory Responsibilities) *</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) 	

VI. Recruitment Qualifications	
Education:	Advance university degree in Accounting, Finance or Business Administration or equivalent or any other comparable recognized professional qualification. * **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.
Experience:	<ul style="list-style-type: none"> • A minimum of 5 years of professional experience in financial management or audits in an international organization and/or large corporation is required. • Experience in a UN system agency or organization, some of which served in a developing country, is considered as an asset. • Advanced knowledge of Microsoft Office, especially Excel, required. • Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is considered as an asset. • Experience with IPSAS and/or IFRS is considered as an asset.
Language	Fluency in Spanish and English is required. Knowledge of another official UN language is considered an asset.