



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Programme Budget Officer**
Supervisor Title/ Level: **Operations Manager / P3**
Organizational Unit: **Operations**
Post Location: **UNICEF Refugee Response Office in Warsaw, Poland**

Job Level: NO-1
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.

The UNICEF Refugee Response Office in Poland was established as a result of the inflow of refugees from Ukraine into Poland. Receiving more than 6.5 million people who entered into Poland, and an estimated 2 million currently still in the country, it remains the biggest recipient country of Ukrainian refugees.

Strategic office context:

The Programme Budget Officer reports to, and works under the guidance of the Operations Manager and will support the team in programme and budget, planning, monitoring and analysis. The position is also responsible for providing information to the supervisor to support the ensuring of programmatic solvency and fiscal space to allow efficient programme implementation.

Purpose for the job:

Under the guidance of the Operations Manager, this position will be responsible for monitoring and allocating incoming funds to the appropriate programmes according to the planning and will support managing donor grants within the Poland RRO. Additionally, s/he will monitor fund utilization in accordance with donor conditions and timeframes, provide input to relevant sections, including donor reporting, and support the development of reports for the Senior Management and the Emergency Management Team regarding key management indicators. The post analyses the programme budget proposals for completeness, correctness and conformity with the programme and budget guidelines; advises Section Chiefs and partners on the conformity with the programme and budget processes, from planning to implementation.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Provide technical and organization support to the management of the Funds

- Monitors the utilization of all funding sources and produces regular updates for the Emergency Management Team (EMT) and Programme Management Team (PMT).
- Ensures timely allocation to respective programmes of new grants. Works in collaboration with the Implementing Partnerships, Monitoring and Reporting (PMR) Specialist and Budget Owners to ensure the overall compliance with donor and grants conditions when allocating the re-phasing funds.
- Monitor grants expiry dates with the objective of ensuring that all funds are fully utilized prior to grant expiry dates.
- Provides quality assurance of financial information including in donor reports, proposals, work plans and programme documents; checks the accuracy of the budget calculations of project proposals before their finalization.
- Supports the capacity development of programme staff to improve the description of expenditures that appear the financial reports; ensures that donor reports receive timely budget/financial information.
- Retrieves information on costs of programme elements, such as staff and related costs from automated files and compiles them in standardized and customized reports.
- Enables de institutional memory within the office through development and maintenance of record keeping allocations forms and emails; ensures the filing of and access to all the financial and budget related files on proposals, donor reports and all other financial documents.

2. Provide technical and organizational support to the management of reports

- Monitors allocation and expenditures trends; generates, prepares, and shares with members of the management team the financial progress reports adapted from VISION and brings to the attention of the Country Coordinator, Operations Manager, and Section Chiefs any deviations of delays for corrective measures.
- Prepares and timely submit monthly Management Indicator reports to the meetings of management team, including analysis on key programme indicators.
- Provides reports on budget utilization during reviews (mid-year, annual and mid-term reviews).
- Help prepare periodic or ad-hoc financial and performance management reports relating to country office and donors including preparation of necessary documentation for any eventual audit or verification mission.
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3. Provide VISION Support for results creations

- Update and maintain results structure on VISION including PIDB coding.
- Provides on-going support to programme staff on the appropriate VISION budget work process, routine operation, and utilization of the system.
- Process requests for grants extension ahead of expiring dates in VISION.
- Perform other relevant duties.

4. Plan cost distribution and payroll

- Prepares cost distribution for all staff in the RRO and advises section chiefs on standard cost and conditions of Grants utilization in payroll. Works with Finance on CD uploads.
- Supports staff payroll run by ensuring that adequate funds are allocated for staff salary and cost distribution uploaded for all staff.

5. Capacity building and knowledge management:

- Builds the capacity of Programme Assistants and colleagues on financial monitoring and grant management.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

Makes decisions on appropriate reporting strategies, layout, and ensures these are in line with UNICEF guidelines and branding policy. Deadlines for various activities are of essence, and timely delivery will affect the achievement of country programme goals.

The type and clarity of the data analysis can affect the decision taken by senior management. Makes recommendations on reporting requirements and supports the modification of monitoring plans. Lack of understanding of programme activities and insensitivity to political and cultural realities of the country could result in inappropriate communications, which could cause serious damage of UNICEF's overall relations, credibility, and image in the country.

Incumbent is expected to perform independently and take the initiative to inform or consult with the Supervisor on problem areas and major constraints.

V. Competencies and level of proficiency required *(based on UNICEF Competency Profiles per level and functional area select top 5 functional competencies)*

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core 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)

Functional Competencies:

- Planning and Organizing (2)
- Applying Technical Expertise (2)
- Analyzing (1)
- Persuading and Influencing (1)

VI. Recruitment Qualifications

Education:

A University Degree in finance, accounting, administration, finance, or any other related fields of discipline relevant to the job is required.

Experience:

A minimum of one year of programme administrations, accounting, budget, and programme monitoring work experience is required. Prior experience in programme management, and finance functions is an asset.

Knowledge of and proficiency in VISION (SAP)

	<p>Strong computer skills, including familiarity with UNCIEF software tools, Excel spreadsheets and demonstrated capacity to produce reports using graphs and charts, are required.</p> <p>Ability to express clearly and concisely ideas and concepts in written and oral form in English</p> <p>Relevant experience in a UN system agency or organization is considered as a strong asset.</p> <p>Experience in setting up and managing financial trackers and dashboards.</p>
Language Requirements:	Fluency in English and Polish is required; Knowledge of another official UN language is an asset.