

UNITED NATIONS CHILDREN'S FUND PROFESSIONAL JOB PROFILE

JOB TITLE: Budget Officer JOB LEVEL: Level 2 REPORTS TO: P4 Operations Manager LOCATION: LACRO, Panama	JOB PROFILE NO.:__ CCOG CODE:_ FUNCTIONAL CODE: JOB CLASSIFICATION Level 2; NOB
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STRATEGIC OFFICE CONTEXT AND PURPOSE OF 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.

Strategic office context:

The Regional Operations section supports the Regional Office (RO) governance and management systems and leads the operations function for the effective delivery of technical assistance, oversight, advocacy, knowledge sharing and capacity building to Country Offices (CO). The section oversees programme and operations budget planning, monitoring and reporting function of the Regional Office, leads the regional Programme Budget Review exercises and provides technical assistance and capacity building support to Country Offices in results-based budget management.

Purpose for the job:

Under the supervision of the Operations Manager P4, the Budget Officer supports the Regional Office programmatic and operational budgetary planning, monitoring, and reporting in compliance with donor conditions and internal UNICEF rules and regulations. The Budget Officer supports the establishment of an efficient budget management system within the RO. The incumbent performs a variety of specialized tasks in support of the preparation, monitoring, and quality review of country offices budget submissions and performance data, involving different sources of funds, information gathering and analysis of data/trends. The incumbent provides technical support to 24 COs, conducts quality review of regional IBCS database, delivers budget related trainings, interacts with DFAM to process system changes, and provides inputs to global policy and systems improvement.

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KEY ACCOUNTABILITIES and DUTIES & TASKS

1. Policy, procedures and systems

- As functional focal point, accountable for the correct and consistent application of policies and procedures in the assigned budget functions through the provision of guidance and support to the regional and country offices, where applicable.
- Contribute to strategic planning and monitoring of budget matters at the regional office and the LAC region. Provide practical input on implementation of budget guidelines, in close coordination with the Regional Director, Deputy Regional Director, Regional Chief of Operations, supervisor, programme and operation staff.
- Support supervisor and the Regional Office Management Team, and update staff on budget policies, procedures rules and regulation. Implement the appropriate application and interpretation of budget rules, regulations, policies and procedures.
- Make specific recommendations on the improvement of budget management systems and internal controls, planning, restructuring and resolution of sensitive issues, at regional office and country office, considering the prevailing conditions in the locality.
- Keep supervisor abreast of potential problem areas, bottlenecks and inefficiencies and identify and recommend solutions.
- Provide budget support and services to country offices and when needed undertakes missions to country offices to review budget arrangements and make appropriate recommendations where applicable.

2. Budget Planning

- Support programme and operations sections in results-based budgeting and ensuring work-plan budgets are consistent with approved ceilings.
- Support preparation and review donor proposal budgets and consistency with reporting guidelines and donor conditions.
- Prepare the Regional Office's payroll planning information ensuring compliance with expenditure guidelines and donor conditions and proposing solutions to address identified funding gaps.
- Coordinate allocation and rephasing of new Programme Budget Allotments (PBA) specifying donor conditions, expiry dates and implementation period.
- Support the development of the Regional Office yearly and quadrennium planning budgets for Regular Resources (RR), Other Resources (OR), Institutional Budget (IB) including the Regional Office Management Plan (ROMP) and institutional budget submission.
- Create and Maintain Programme Modules of VISION on all aspects of the Programme Budget and Grants management including the structure and budget planning figures. Review and complete coding and attributes for PCRs/IRs.
- Support the Country Offices, the Technical Review Team (TRT) and Programme Budget Review (PBR) activities including processing and quality review of Integrated Budget Costing

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System (IBCS) data, reviewing COs submissions completeness, identifying budget code errors, providing technical assistance to COs and ensuring that submissions' documentations are compliant with the requirements. After the PBR, ensure the quality review of the documentation and reflection of the decisions into the IBCS database, communicate with COs and ensure that all documentation is filed in the relevant digital repository. Process the PBR mail polls and realignment requests to DFAM and ensure that databases and system are up-to-date.

Provide training to COs on IBCS database, new budget related tools or policy when required.

3. Budget Monitoring

- Compile, analyse, and tabulate complex budget data requirements as and when required by management. Propose ways of analysing key data, collate and analyses and prepare statistical and graphic information for core regional indicators and posting such data/information on the regional website following clearance of the Operations Manager.
- Monitor IB and programme budget implementation to ensure accurate utilization and expenditure levels and provide regular analysis and reports using available tools for the decision on budget needs and transfers. Processes budget transfers in the system and provide assistance to RO colleagues on this area.
- Monitor Programme Budget Allotments (PBA) execution and expiration dates, salary cost distribution, external funding, grant expenditures and reporting.
- Manage and monitor the implementation of payroll funds analysis, activities and cost distribution for the office.
- Monitor progress towards the annual ceiling and availability of funds; advise and update allotment lists.
- Initiate correspondence with CO and HQ, to verify data, answers queries and obtain additional information as required. Monitor the requests from COs and RO on any budget changes and report back for optimization and process improvement. Propose new ways of working that will improve the effectiveness of the support.
- Retrieve information on costs of programme and support budget elements, such as staff and related costs, from automated files and compiles them in standardized and customized reports.

4. Budget Reporting

- Track programme and operations budgets, generate reports, analyse and share monthly and quarterly management reports for review by programme and operations staff and management.
- Provide technical support and compile regional budget statistics and indicators information in the preparation for ROMT (Regional Office Management Team) and RMT (Regional Management Team) meetings.
- Participate in year-end closure of accounts by monitoring open commitments, communicating with RO Sections, COs, to ensure timely closure activities in LACR.
- Prepare trend analyses on management indicators, expenditure and utilisation levels to

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influence in decision making.

- Participate in donor proposal development, review all donor proposal budgets support with review of financial inputs during donor reporting for donors that require customized inputs. Review and provide strategic budget input for donor proposals during grant negotiations, as well as donor reports.

5. Partnership, coordination and collaboration

- As required, under the direction of the supervisor, collaborate with other agencies, local authorities or implementing partners on budget matters including information exchange and harmonization.
- Support the development of new regional and organizational budget tools and contribute to LACR inputs to revised Budget policies and guidance. Support innovative and efficient ways of conducting budget management at UNICEF.

6. Effective management and development of staff including supervision of Finance/Budget related GS staff as required.

7. Perform any other duties and responsibilities assigned as required.

QUALIFICATION and COMPETENCIES () indicates the level of proficiency required for the job.

1. Education

University degree in Accounting, Budget, Finance, Business Administration, or any other relevant field of discipline.

2. Work Experience

Two years relevant professional work experience in budget management and monitoring its execution; Experience in a UN system agency, large private or public company is an asset. Experience in working with corporate ERPs (Enterprise Resource Planning) is highly desirable. Understanding of Results Based Management is desirable. Experience in supporting successful client-oriented work units is an asset.

3. Language Proficiency

Fluency in Spanish, and solid working knowledge in English required. Another UN language an asset.

4. Competency Profile (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

- Care
- Respect
- Integrity

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- Trust
- Accountability
- Sustainability

ii) **Core Competencies (For Staff with Supervisory Responsibilities) ***

- 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) or

Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (2)
- 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)

iii) **Functional Competencies (Required)**

- Analysing financial and budgetary statements (2)
- Developing and maintaining budgets (2)
- Creating budget and financial reports (2)
- System Analysis (2)
- Applying Technical Expertise (2)
- Following, Interpretating Instructions and Procedures (2)
- Planning and Organizing (2)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.