

Posting Title : BUDGET ASSISTANT, G6
Job Code Title : BUDGET ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 21 February 2023-22 March 2023
Job Opening number : 23-Finance-UNIFIL-201553-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Finance and Budget Management Section (FBMS), Strategic Resourcing Unit, United Nations Interim Force in Lebanon (UNIFIL), in Naqoura. The incumbent will report to Chief of Unit/Chief FBMS or their delegate.

Responsibilities

Within delegated authority, the Budget Assistant will be responsible for the following duties: Strategic Resources and Stewardship-Assists in the review, analysis and preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects.-Provides support with respect to the review, analyses and preparation of the medium-term plan and its revisions.-Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.-Assists with the review of justification for resource requirements for budget submissions in coordination with relevant Sections/Offices on related issues during preparation of the budget proposals.- Monitors budget implementation/expenditures and assists with the reallocation and redeployment of funds as necessary.-Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.-Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.-Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.-Undertakes research and provides support to higher level Finance and Budget Officers with respect to budget reviews of relevant intergovernmental and expert bodies.-Reviews pre-commitments for goods and

services to ensure (a) correct commitment items have been charged, and (b) availability of funds.-Assists, Chief of Unit and Chief of Section, during budget and performance report review process answering to the questions from internal and legislative review bodies, such as: FOFD, ACABQ and 5th Committee. -Monitors integrity of various financial databases. -Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.-Reviews the monthly Troop Strength on uniformed personnel (military contingent, United Nations police (UNPOL) and Formed Police Unit (FPU) upon receipt from military and police components.-Reviews data on monthly staffing complement.-Processes the fund distributions received from HQ and input allotment advice in ECC.-Drafts or prepares correspondence to respond to enquiries in respect to budgetary and financial matters.-Assists in the maintenance of fixed asset register, as required.Performance Monitoring -Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts and mission leadership on financial resourcing and stewardship, and organizational performance of the mission, in line with mission priorities and as directed by the supervisor. -Verifies that relevant supporting documents have been provided, confirming that goods and services have been received in accordance with the contract, agreement, purchase order or other form of undertaking by which they were ordered and that they have been certified by a duly designated certifying officer before vouchers are processed and/or submitted to approving officers for further review and approval.-Reviews relevant banking details including amendments of banking details in the Business Partner (BP) for wire transfer payments, to ensure that payments are made only to those to whom the organization legitimately owes funds for goods and services actually received.-Assists with the computation of staff members' entitlements including salaries, claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.-Reviews relevant documentations for payments and accounting entries e.g., payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, etc., to ensure conformity and adherence to applicable United Nations policies e.g., applicable staff rules, financial regulations and rules, ST/AI issuances or practices, International Public Sector Accounting Standards (IPSAS) policy framework etc.

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.Planning and

organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A technical or vocational certificate in accounting, finance, budget, business administration, public administration or related fields is required.

Work Experience

A minimum of seven (07) years of experience in International Organizations or in the private sector in accounting, budgeting, and financial management or related area is required. Experience with Enterprise Resources Product (ERP) systems and especially Systems Applications and Products (SAP) is desirable. Experience with International Public Sector Accounting Standards (IPSAS) or International Federations of Accounts (IFAC) standards is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service

category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on

"Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.