

Posting Title : Assistant Finance and Budget Officer, NOA
Job Code Title : Assistant Finance and Budget Officer
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 19 November 2021-18 December 2021
Job Opening number : 21-Finance-UNIFIL-159841-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 United Nations Interim Forces in Lebanon (UNIFIL). The Assistant Finance and Budget Officer reports to the Chief Finance and Budget Management Section.

Responsibilities

Within delegated authority, the Assistant Finance and Budget Officer will be responsible for any of the following duties:
Budget:-Assists with the preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects, reviews and revises data with respect to the finalization of budget proposals as well as Result Based Budgeting inputs.-Assists with support to programme/fund centre managers (Substantive and Support Sections) Ensures compliance with relevant legislative mandates; Assists managers in the elaboration of resource requirements for budget submissions.-Provides support to the supervisors for reviews in ensuring the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to Mission management for decision making; assists with support and guidance to fund center/programme managers on budget implementation and recommends corrective actions where necessary.-Reviews and assists in finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.-Monitors budget implementation and recommends reallocation of funds as necessary.-Monitors expenditures to ensure that they remain within authorized levels.
Accounting:-Reconciles various clearing accounts, investigates erroneous/invalid entries and recommends corrective account action.-Assist in the analyses of complex accounting transactions and open items in the accounting

system-Process bank reconciliations for Mission house banks.-Provides support to fund center managers for the year-end reviews of budget commitments in accordance with established criteria.-Process in-coming/out-going Internal Office Vouchers (IOVs), interoffice billing (IOB), and intermission billing (IMB) from/to HQ/Agencies, funds, programmes and other filed missions.-Analyzes and monitors Accounts Receivables/Payables coordinates with relevant units within Finance and Budget Management Section, mission Self Accounting Unit's (SAU) and other peacekeeping missions/offices to ensure timely recording of charges and recovery of payments.-Assists with the maintenance of fixed asset register and fixed asset reports.-Provides advice in response to audits and other queries to ensure adherence to the UN Financial Rules and Regulations, Staff Rules, Administrative instructions, Circulars under the supervision /guidance of the Finance and Budget Officer, or chief FBMS.Payments Unit:- Processes staff member's entitlements including claims, daily subsistence and other allowances for payment in conformity and adherence of applicable United Nations policies, staff rules, financial regulations and rules, ST/AI issuance practices, IPSAS policy framework.-Assists in preparation of year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by national staff.-Process the disbursement of payments and monitors house bank account balances and transactions.

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 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.Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.**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.**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients gaining their trust and respect; identifies clients' needs and matches them to appropriate solution; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

An advanced university degree (Master's degree or equivalent) in business administration,

finance or in a related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

At least two (2) years of progressively responsible experience in finance, administration, budget, business administration or related area is required. Experience with reporting of budget and financial information in accordance with International Public Sector Accounting Standards (IPSAS) is desirable. Experience with financial systems / finance modules of enterprise resource planning (ERP) 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 in its staff. Female candidates are strongly encouraged to apply for this position.

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.

