

Posting Title : Associate Finance and Budget Officer, NOB
Job Code Title : ASSOCIATE FINANCE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 5 January 2022-3 February 2022
Job Opening number : 21-FIN-UNIFIL-170513-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 UNIFIL in the Finance and Budget Management Section under the direct supervision of the Chief Strategic Resourcing Unit. The incumbent will perform function related to the overall coordination of all aspects of the Mission's budget formulation and allotment management.

Responsibilities

Within delegated authority, the Associate Finance and Budget Officer will be responsible for any of the following duties:

- Assists with the preparation of cost estimates and budget proposals in terms of missions' resourcing requirements such as staff and non-staff requirements, including programmatic aspects; assists, reviews and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Assists with the support to programme/fund centre managers (Substantive and Support Sections) with respect to the elaboration of resource requirements for budget submissions.
- Supports the administration and monitoring of extra-budgetary resources, including review of agreements and cost plans, assesses compliance with regulations & rules and established policies & procedures and advises the supervisor of any Issue.
- Processes the mission's redeployment of funds in accordance with the established

procedures.

- Supports the review of efficient and effective use of budgetary resources by contributing to the robust monitoring of budget utilization and timely provision of information to the management for decision making; assists with support to fund centre/programme managers on budget implementation.

- Assists with the preparation of budget performance reports of the mission in ensuring that correct and accurate data/information are provided by the various programme /fund centre managers in compliance with the Controller's instructions. Assists with the review of the performance reports for valid and adequate variance explanations between approved budgets and actual expenditures.

- Provides support to Fund Center managers for the year-end reviews of budget commitments in accordance with established criteria.

- Carries out duties consistent with the financial delegation in adherence with the UN Regulations and Rules

- Supports with input, advice and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules and relevant guidelines under the direction of the supervisor.

- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.

- Assist, prepare or consolidate financial reports for inclusion in the Financial Statements to be submitted to HQ;

- Respond to internal/external audit observations.

- Review the financial statements of other entities for which the DMS has certification authority.

- Coordinate and supervise the processing of Inter Office Vouchers, payroll, government and vendor claims, travel, and billing of government accounts.

- Monitor, analyse, and approve transactions for entry into the accounting system.

- Keep abreast and provide guidance on the United Nations billing procedures.

- Define requirements and work with the Information Technology Unit with respect to production of relevant financial reports.

- Provide information needed to respond to audit findings.

Performance Monitoring

- Support the 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.

Risk management

- Identifies, analyzes, evaluates and treats risk, including the introduction of methodologies for collecting, collating and disseminating data related to risk management planning

Other

- Ensures that daily activities are in compliance with the DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives.
- Liaises with local authorities, UN Agencies/Funds and Programmes or other parties on behalf of Mission Support Division.
- Maintains direct liaison with Resident and External auditors.

Performs other duties as assigned.

Competencies

Professionalism: Knowledge of and ability to apply financial rules, regulations and procedures in the UN environment; Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management; 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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Judgement/decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in Business Administration, Finance, Accounting or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

In case of Master's degree, a minimum of two (02) years of relevant professional experience in Accounting, Finance, Budget administration are required.

In case of bachelor's degree, a minimum of four (04) years of relevant professional experience in Accounting, Finance, Budget Administration are required.

Good analytical and presentation skills with sound judgement is desirable.

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 this position, fluency in English (both oral and written) 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. Candidates for positions in the National Professional Officer categories must be Lebanese nationals. 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.

Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located.

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.