Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	IP (International Professionals)	Country:	Belgium
Reason for Classification:	Establishment of a new post	Duty Station:	Brussels
Level:	P-2	Office:	Division of Financial Management
Title:	Budget Officer	Section:	Strategic Resources Management
Title Information in Parenthesis:		Unit:	Planning and Budget
CCOG Code:	1A01c	Case Number:	
UNICEF Code:	FIN	Post Number:	134692, 134693, 134694
Classified by:	Natalia Paquin	Classified Date:	7/13/2026

Organizational Context:

In support of UNICEF's mission, DFAM strives to ensure that financial resources are fully attributed to the Strategic Plan results chain, made available in a timely manner, and used effectively and efficiently. This is achieved through periodic measurement, transparent reporting of financial and administration performance, and the development and application of risk-informed policy, improved procedures and innovative systems and tools.

The Planning and Budget Unit (PBU) is part of the Strategic Resource Management Section, DFAM. The PBR focuses on budget related matters and has responsibility for managing and administering the budget system and tools, preparing quadrennial budgets, mid-term updates and monitoring of budget reports, issuing budgets to field offices and divisions, overseeing the development and issuance of budget policies and procedures, managing post authority tables, analyzing and calculating annual standard costs and other budget tools, and providing technical training and support to stakeholders at HQ and the field.

Purpose of the Job:

- Contribute to Preparation, Monitoring, Analyzing and Reporting both Programme and Institutional Budgets in the assigned geographical portfolio (Divisions and Offices).
- Ensure compliance with Budget policy and procedures.
- Contribute to maintaining financial planning and management systems.

Key functions, accountabilities and related duties/tasks:

Under the supervision of Budget Manager, the Budget Officer will:

A. Budget preparation

1. Support offices on:
- Interpretation and application of budget policy, procedure and guidance.
- Application of budget planning and monitoring systems and tools.

2. Review office budget submission for data accuracy, quality, and consistent application of budget policy and procedures.

3. Provide support to the technical review and budget review process through analysis, interpretation, and compliance of budget policy and procedures.

	B. Budget Implementation 1. Update, analyse, and communicate budget and post management data based on results of budget review and analysis. Maintain budget and post management data based on approved requests for changes. 2. Review, reconcile and analyse budget and post management information in budget planning tools, dashboards, and take proactive approaches to resolve issues and communicate relevant information to Budget Managers, PBU team and across the global offices. 3. Monitor and analyse Programme, Institutional, Special Purpose, Cost Attribution budget variance, identify issues and suggest solutions to resolve and enhance budget tools and systems. C. Budget Analysis and Reporting 1. Assist Budget Manager in: - Review dashboard, trends, and other analysis and forecasting of global and regional/ country offices' budgets. - Ad-hoc analysis related to the improvement of efficient use of UNICEF resources and cost control measures. 2. Analyse and propose corrective action in collaboration with global clients (Division, Regional, and Country Offices) on budget system, tools, Dashboard. VISION enhancements etc. 3. Contribute to the regular analysis and preparation of performance reporting (global, regional) and Dashboards produced by the Strategic Resource Management Section. D. Training, Capacity Building, Network and Knowledge Transfer 1. Engage and partner with global client offices and formulate the enhancements and/or amendments required in budget policy, procedure, system, tools, dashboard and make recommendations to the Budget Managers, Chief of Budget and Deputy Director SRM. 2. Provide training on budget planning tools, systems and monitoring reports dashboard to global offices focal points in the operation and planning functional areas. E. AOB 1. Contribute to other projects, initiatives, and assignments as required in support of the office's objectives. 2. Perform other related duties and responsibilities as assigned.
Impact of Results:	Timeliness and accuracy of financial and budget information facilitate informed data drive decision making to allocate resources and provide robust financial reporting to internal stakeholders, supporting organization’s strategic resource allocation and reporting. Review of post and non-post resources within UNICEF global priorities and available resources supports the governance of budget review and approval process (global PBR, Executive Board, ACABQ) and allocation in a strategic manner that will enable the offices achieve results for children.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability

	Sustainability 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)
Recruitment Qualifications:	Education requirement: A university Degree in Business Administration, Management, Finance and Accounting, or any other relevant fields. Experience required: A minimum of 2 years of relevant experience in budget and finance, and data analysis in an international organization with global clients. Experience in global/multi country budget planning and budget management is required. Experience in global budget planning and monitoring systems and tools is required. Experience in capacity building and delivering training is required. Skills required: - Expertise in Office software MS package - Advanced knowledge of spreadsheets, PowerBi, and database packages - Complex data analysis - Visualization skills Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:	Approval by Comptroller.pdf P2 Budget Officer-134692.docx

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