Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	CEECIS
Category:	IP (International Professionals)	Country:	Ukraine
Reason for Classification:	Establishment of a new post	Duty Station:	Kyiv
Level:	P-4	Office:	Ukraine
Title:	Finance/Budget Manager	Section:	Finance and Budget
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A01	Case Number:	UKR 25085
UNICEF Code:	FIN	Post Number:	
Classified by:	Zsuzsa Penczu	Classified Date:	9/5/2024

Organizational Context:

The Ukraine Country Office is a large Country Office, with one of the largest budgets in UNICEF globally, that is implementing both a humanitarian and nexus response due to the challenging and sensitive political environment. The revised structure proposed by the office consists of 360 posts with the main office in Kyiv and five zone offices and one sub-office, although this may change with the changing situation on the ground.

The Finance/Budget Manager supervises a team of 7 including 1 NOB, 3 NOA, 2 GS6 and 1 GS5, collaborating with all sections across the CO, the RO, GSSC and DFAM.

The Finance/Budget Manager, when supervising support staff, will be responsible for planning and guiding work in progress and for reviewing work completed by subordinate staff to verify accuracy and compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulation and Rules, policies, procedures, guidelines, standards of accountability, and ethics.

Purpose of the Job:

The incumbent under the general guidance of the Deputy Representative Operations P5, will oversee the management of the finance functions and budget for the office and is expected to exhibit a high level of maturity and set high quality objectives, both internally and externally, to deliver results.

Key functions, accountabilities and related duties/tasks:

1. Support to financial planning and management

Prepare/analyze financial data/estimates and documentations, verifying relevancy, accuracy and completeness to facilitate financial planning for CPMP and regular management advice (including review of financial figures in PCAs). Provide technical and operational support throughout the financial planning and implementation process.

Review budget implementation according to allotment, codes and certify compliance with guidelines and procedures. Keep stakeholders informed for timely action.

Provide technical and operational support on the application, interpretation and implementation of financial policies, procedures and guidelines to the Representative and CO colleagues and stakeholders. Resolve routine financial issues and/or recommend (and

record) deviation from procedures and guidelines to meet objectives.

Evaluate financial and reputational risk in transactions carried out by the office and raise flags when actions are needed by management.

Prepare and/or monitor financial exception reports to assess unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.

Provide technical support to the programme counterparts/committees, e.g. review budgets and financial plans of implementing partners; monitor compliance with HACT framework, including support to assessments, assurance and capacity development of implementing partners.

Prepare work plans for supervisee/s, provide timely technical guidance, monitor work in progress and review work completed to approve transactions and/or certify/verify accuracy of work and compliance with IPSAS and UNICEF Regulations and Rules, policies, procedures, and guidelines.

Where applicable, advise and support PSFR activities on budget preparation, strategic income projection/ reporting, setting and monitoring performance indicators, revenue and expense reporting, and provide technical advice during strategic planning exercises.

2. Control of accounts

Supervise the accurate and timely submission of payments (e.g. payroll, MIP, travel claims, pension fund, advances to governments etc), journal entries and other financial transactions within scope to the Global Shared Services Center (GSSC), ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues. This includes dialogue and follow up with the GSSC to facilitate timely processing of financial transactions submitted to the center.

Supervise the disbursement of payments when done locally via bank letters, checks, or petty cash.

Supervise cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.

Monitor and analyze financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.

Prepare or contribute to mandated management/statutory office financial and accounting reports to UNICEF Board/Bodies/Donors, verifying the reliability of data and compliance with organizational guidelines.

Collaborate with oversight bodies (e.g. UNBOA, OIAI, Evaluation Office, JIU, donors, etc.) to provide answers and to follow to resolution of financial observations and recommendations.

Assure proper and timely completion of accounts closure activities (monthly, quarterly and yearly)

Examine DCT transactions (transfer, adjustments, reprogramming and liquidation) supporting documents to ensure FACE form has been properly entered into the system and the expenditure is broadly reasonable and in accordance with policy.

3. Treasury and cash management

Manage bank, petty and cash on hand accounts transactions and operations in accordance with UNICEF/UN financial regulations and rules, policies, procedures and local banking practices. Keep abreast of procedures and regulations regarding maintenance of bank accounts and exchange and interest rates. Keep supervisor and relevant colleagues informed for timely action.

Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments.

Maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendation or take action to ensure sufficient availability of resources for programmes and operations activities.

Review monthly bank reconciliation and take appropriate corrective actions on findings identified by the GSSC.

4. Supports financial analysis focusing on achievement of the following results:

- Integrate and analyze potentially conflicting numerical, verbal and other data from a wide variety of sources.
- Identify key, high level trends across data sets.
- Recognize subtle inter-relationships among multiple issues and sees the potential effects on the overall system or process.
- Make logical, rational, well-reasoned and defensible judgment from the analyses; can extend the underlying rationale to justify and incorporate additional or unforeseen information based on historical information and discussion with Ros/Cos and technical colleagues.
- Use GPEI integrated knowledge to discuss at partnership level and within UNICEF; able to not just solve immediate problems but also place them into a wider context to come up with recommendations for not just one issue but whole system.

5. Support financial planning & monitoring focusing on achievement of the following results:

- Collate and analyze data on contributions, funds allocations and expenditure rates for all funds received by the Country Office.
- Analyze and evaluate data collated as part of the planning process.
- Ensure that expenditure recorded meets donor requirements for eligible expenditure items and that the level of documentation meets their specified requirements and advice on budget performance and, if applicable, suggests budget revisions.
- Ensure all finance and budget-related bottlenecks are resolved for the efficient functioning of the Office.
- Provide guidance on salary forecasting and cost distribution,
- Ensure compliance with closure of grants, including final financial reporting, external audit and updating UNICEF financial accounts, in collaboration with finance staff.

6. Donor Reporting focusing on achievement of the following results:

- Support effective resource mobilization and partnerships for the Office by coordinating and providing timely required information and reports with a focus on budgets and finance.
- Support development and refinement of budgets and preparation of investment cases and funding proposals.
- Facilitate partnerships and collaboration with external and internal counterparts in order to improve exchange of data on programme / project implementation, particularly budget and financial elements.

7. Knowledge and capacity building

	- Promote culture of highest ethical standards and behavior in management of UNICEF's resources. - Contribute to initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Implement and/or recommend management improvements to enhance productivity and performance including implementation of cost saving strategies. - Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners. - Support operations of the office as required.
Impact of Results:	The ability of the Finance/Budget Manager to effectively manage and supervise the full range of Financial and Budget services directly impacts on meeting organizational/staff needs and program delivery of goals and objectives. This in turn contributes to maintaining and enhancing the credibility of UNICEF as an effective and responsible manager of resources entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results.
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:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: Nurtures, Leads and Manages People (2) Demonstrates self-awareness and ethical awareness (2) Works collaboratively with others (2) Builds and maintains partnership (2) Innovates and embraces change (2) Thinks and acts strategically (2) Drive to achieve results for impact (2) Manages ambiguity and complexity (2)
Recruitment Qualifications:	Education requirements: An Advanced university degree in either Accounting, Finance or Business Administration is required. Experience required: A minimum of 8 years of experience in finance, budget or

contributions management in an international organization and/or large corporation is required.

Experience in managing teams with multiple staff is highly desirable.

Experience in a UN system agency or organization some of which served in a developing country is considered as an asset.

Advanced knowledge of Microsoft Office, especially Excel required.

Experience in database packages, web based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.

Experience with IPSAS and/or IFRS is considered as an asset.

Language Requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Attachments:	Approval of JDs.docx Finance Org Chart.png Finance-Budget Manager Level 4.docx

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