



VACANCY ANNOUNCEMENT

Finance and Budget Assistant, G-6
Administration & Operations Division
Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 August 2026 23:59 hrs CET	VA 26/038/A&O	As soon as possible	Two years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The Grants and Contributions Management Unit, which forms part of the Financial Resource Management Unit (FRMU), supports the Secretariat's work by ensuring the effective financial administration, accounting and reporting of assessed and voluntary contributions, grants, pledges and trust funds. The Unit plays a key role in supporting both core budget implementation and extra-budgetary activities.

The Unit is responsible for ensuring that all related financial processes are carried out in full compliance with United Nations financial regulations, rules and policies. Its work includes the management of donor agreements, the creation and monitoring of grants in Umoja, the preparation of financial reports for donors, and the financial oversight of multi-donor trust funds and earmarked projects.

The post is located in the Finance and Grants Management Team and provides technical and operational support to a team of Professional and General Service staff. The incumbent will be responsible for the following functions:

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

Finance and grants management:

Support the review of donor agreements, implementing partner agreements, and cost plans, ensuring compliance with established guidelines and standard requirements, and maintaining related records and tracking systems.

Prepare payment requests, financial notifications, and acknowledgment letters to donors and implementing partners

Monitor the receipt and application of contributions, ensuring timely recording and proper allocation of funds.



Processes income transactions, including application and reconciliation of deposits and fees

Support the management and maintenance of master data in the ERP system (Umoja).

Prepare allotments and redeployments of funds, ensuring availability of resources, consistency with prior allotments, and accuracy of financial data.

Support the establishment, maintenance, and closure of grants in the ERP system (Umoja).

Monitor the status of voluntary contributions, including tracking reporting deadlines and donor requirements and follow up with the relevant programs and division for timely submissions.

Extract financial data and prepare standard expenditure and financial reports from the ERP system for the supplementary projects; identifying discrepancies for review with supervisors.

Organizational Management (OM) and Staffing:

Review funds allotments and funds block commitments ensuring availability of funds for staff requirements under the supplementary funding, including programmatic aspects, in compliance with applicable UN regulations, rules, and UNFCCC policies and guidelines.

Support administration of positions and staffing structures within UNFCCC funds and special accounts.

Support the creation and maintenance of Organizational Management (OM) elements, including positions and organizational units, in line with approved staffing tables and project structures.

Maintain organizational units and structures in Umoja, ensuring alignment with approved organigrams.

Support the creation, extension, and modification of positions and associated funding information.

Generate organizational structure and OM reports through Umoja Web Portal and ECC.

Assist in the preparation of budget submissions related to staffing tables and organizational management.

General:

Compile background information and provide administrative and technical support to senior staff on matters related to grants management, organizational management, staffing tables, audits, and reviews.

Maintain up-to-date knowledge of relevant policies, procedures, guidelines, and intergovernmental decisions affecting programme budget and financial management.

Draft routine correspondence related to financial and budgetary matters.

Maintain accurate and up-to-date records for grants and org.charts.

Provides administrative and operational support to the Team Lead and Chief FRMU, as required.



Performs other related duties as assigned.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: High school diploma or equivalent. A completed first level university degree (Bachelor or equivalent) is an asset, in which case the relevant work experience required for the position will be reduced to five (5) years.

Experience

Required: At least seven (7) years of experience in finance, budget, accounting, administrative services or related area.

Assets: Thorough knowledge of United Nations rules and regulations pertaining to finance and grants management, budget allocations and organizational management. Advanced level knowledge of ERP/UMOJA.

Language skills

Required: Fluency in English (both oral and written).

Advantage: Working knowledge of another official United Nations language.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise, which may be followed by an interview. The above-listed set of competencies will be applied for this particular post.

How to apply

Candidates whose qualifications and experience match what we are looking for should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>



Please note

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary: Euro 59,874 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply.
