



VACANCY ANNOUNCEMENT

Budget Assistant, G-5
Administrative Services (AS) Programme
Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 December 2016	VA 16/041/AS	As soon as possible	One and half year 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 historic Paris Agreement by 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.

The mandate of the **Administrative Services Programme** is the overall facilitation, support and guidance the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Where will you be working

The Budget Assistant position is located within the Financial Resources Management Unit which is part of the Administrative Services programme.

What will you be doing

Under the general guidance of the Lead Budget Officer and the direct supervision of the Associate Budget Officer, you will carry out a wide range of duties and functions to assist the financial and budgetary management of the voluntary contributions, including fundraising. The functions of the Budget Assistant relate to two main areas:

- Budget preparation and fundraising
- Budget administration

You will have the following responsibilities:

In the area of budget preparation and fundraising, you will:

- Provide guidance and follow up on queries from programmes on the completion of budget templates for projects to be funded from the Trust Fund for Supplementary Activities;



- Assist with consolidation, review and analysis of project budget proposals submitted by programmes by verifying completeness, accuracy and consistency of programme submissions and following-up with programmes to ensure timely submissions;
- Prepare budget releases and monitor budget implementation for projects funded from the Trust Fund for Supplementary Activities, to ensure that they remain within authorized levels;
- Follow up with donors on commitments and pledges, provide input in review of contribution agreements, and accurately record contributions;
- Prepare resource requirements analysis for annual fundraising activities for projects funded from voluntary contributions;
- Assist with the processing of contribution agreements and the administration of grants management;
- Act as an alternate focal point for budgetary matters during the Conference of the Parties and the sessions of the Subsidiary Body for Implementation.

In the area of budget administration, you will:

- Monitor and regularly update the status of voluntary contributions, Clean Development Mechanisms/Joint Implementation fees and expenditures;
- Provide advice to Parties and programmes on status of contributions and fees including preparing invoices, acknowledgement letters and reminder letters for overdue contributions and fees;
- Undertake various actions in the Enterprise Resource Planning system (UMOJA) including application of deposits, generation of reports, creation of grants management data, receivables, journal vouchers and budget releases and ensure accuracy between UMOJA and internal databases;
- Assist in preparation and review of project proposals, progress reports, closing reports and donor reports;
- Assist in preparation of monthly/quarterly, budget performance and other ad hoc financial reports to management and programmes by researching and gathering relevant financial and budgetary information;
- Support the drafting of correspondence to enquiries by Parties in respect to relevant financial and budgetary matters;
- Act as a back-up to other Budget Assistant and the Associate Programme Budget Officer

3. You will perform any other job related activities required to achieve the goals and objectives of the team, the programme or the secretariat.

What are we looking for

Educational background

Required: Completed secondary education or its equivalent.

Highly

desirable: Certificate/course/formal administrative training with an emphasis on accounting, financial and budgetary management.

Experience

Required: Five (5) years of progressively responsible experience in the field of budget, accounting, finance or other related field.

Asset: Experience working in an international environment.



Language skills

- Required: Fluency in English.
- Advantage: Working knowledge of German is desired. Working knowledge of another UN official language.

Specific professional knowledge

- Required: Very good MS Excel skills, including proficiency in word processing, spreadsheets and database applications.
- Highly desirable: Experience with an enterprise resource planning system such as UMOJA. Working knowledge of United Nations financial systems and the UN Financial Regulations and Rules.

Job related skills

- Required: Proficient computer skills such as Microsoft Excel and Word, attention to details, accuracy in data entry, and very good organizational skills. Ability to conduct independent research, identify issues, formulate opinions and make conclusions and recommendations. Ability to work independently and productively under pressure.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, working with teams, delivering results.

How to apply:

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

Please note:

1. This post is for local recruitment only. All travel, interview and relocation costs 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 37,167.00, plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
