

Request from
Field Budget and Finance Division, Department of Field Support

JOB DESCRIPTION
INT-022-10-P113-01-V

General Information

Title: Associate Expert in: Budget and Finance Management

Duration: 1 year

Date Required: 01.01.2011

Duty Station (location, sector): New York, HQ

Supervision

Direct supervision by:

Title of the supervisor: Chief, Budget and Performance Reporting Service (BPRS)

Content and methodology of the supervision: under the supervision of the Chief of Section, Budget and Performance Reporting Service (BPRS) in the Field Budget and Finance Division (FBFD) of the Department of Field Support (DFS)

Duties, responsibilities and output expectations:

1. BUDGET PREPARATION: Provide guidance to Headquarters and field managers with respect to the elaboration of resource requirements for budget proposals and performance reports including on financial rules and regulations, budget policies and procedures, recommendations of legislative and advisory bodies and Results-Based Budgeting (RBB) methodology. Analyze data with respect to the finalization of budget proposals and performance reports for field missions. Analyze and provide input into finalization of program budget/financial implications in light of additional mandates. Prepare budgetary information for relevant legislative and advisory bodies, in particular the Fifth Committee of the General Assembly and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) to support their budgetary review.
2. BUDGET IMPLEMENTATION: Monitors allotments, including redeployment of funds when necessary, ensuring appropriate expenditures. Monitor budget implementation and determine/recommend reallocation of funds when necessary. Monitor expenditures to ensure that they remain within authorized levels. Review all requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds. Administer and monitor extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. Prepare relevant documentation with respect to budget performance submissions. Review and make appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
3. GENERAL: Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to program and/or peacekeeping budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations

policies and procedures. Provide budgeting and financial support to a group of peacekeeping missions. Perform other related duties, as assigned.

Qualifications and experience

Qualifications:

Advanced University Degree (Master's Degree or equivalent) in business administration, finance, economics or related fields. Professional qualifications (e.g. Chartered Accountant, CPA) desirable.

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Working knowledge of French is desirable. Knowledge of other official UN languages is an asset.

Proficiency in using Microsoft Office software is required.

UN competencies (Refer to OHRM guidelines):

Professionalism: Demonstrated expertise and knowledge of financial management and accounting practices. In-depth knowledge and command of budget development and financial administration of resources. Expert knowledge of RBB or similar performance management methodologies. Ability to identify issues and to use sound judgment; Excellent analytical and conceptual abilities.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan. Proven ability to work under pressure and produce output that is accurate, timely and of high quality. Ability to manage conflicting priorities.

Technological awareness: Ability to keep abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks, and shows willingness to learn new technology.

Communication: Proven ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulate positions on issues, articulate options concisely conveying maximum necessary information, and making and defending recommendations.

Teamwork: Resourcefulness, good interpersonal skills and ability to work in a multi-cultural, multiethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with financial counterparts.

Work experience:

Several years of progressively responsible experience in resource planning, budget formulation, budget presentation, monitoring, analysis and interpretation of results is required. Knowledge of/and experience in the application of Results-Based Budgeting or similar performance management methodologies in area of work is required. Experience in formulation of new strategies and approaches to financial resource management issues is desirable. Experience in peacekeeping or other type of field operations is desirable.

Learning Elements

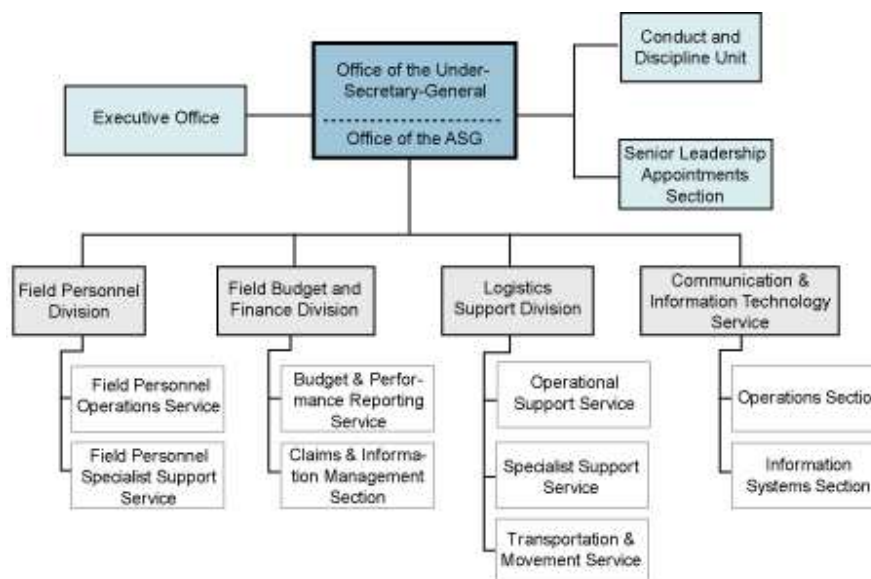
After the assignment the ASSOCIATE EXPERT will:

- Be familiar with United Nations Financial Rules and Regulations.
- Be able to assess budget proposals submitted by Peacekeeping Missions
- Have hand-on experience in supporting a peacekeeping mission in the budget submission according to UN standards
- Have an understanding and applied the methodology of Result-based budgeting (RBB) in the context of peacekeeping
- Have acted as focal point between a Peacekeeping mission and the Department of Field Support for all budget-related matters

Background information

About the Department of Field Support (DFS):

DFS Organizational Structure



To learn more about UN Peacekeeping, please visit our Extranet:

<http://www.un.org/depts/dpko/dpko/index.asp>

About the Field Budget and Finance Division (FBFD):

The Field Budget & Finance Division (FBFD) is the entity in DFS which provides financial management and support services to peacekeeping, peacemaking, preventative diplomacy operations and peacekeeping trust fund activities from start-up through closure and liquidation. Its attached Mission and Service statements support the above role of the Division.

Our support focuses on financial budgetary contingent owned equipment (COE) and claims issues in peacekeeping operations through continuous exchange of dialogue/contacts with our

clients and other partners as well as through participation in the deliberations of the legislative bodies. We maintain active dialogue with Member States in regard to reimbursement for COE as well as MOU negotiations; provide regular briefings to the Military Attaches of respective Permanent Missions to the United Nations. One of our key priorities is the constant search for improvements in service delivery on the basis of lessons learnt and on new strategies as developed by the Department.

Our aim is also to streamline and simplify the financial, budgetary, claims and COE processes and procedures for the benefit of the mission troop contributing countries (TCCs) and the legislative bodies. During this and other similar exercises we closely work with other departments notably the Department of Management and the Department of Political Affairs.

We contribute to the success of UN peacekeeping missions by providing our financial expertise in managing funds and resources and facilitating timely reimbursement of participating nations. Working together as a dynamic team we responsively and reliably fulfill the needs of our clients.

About the Budget and Performance Reporting Service (BPRS):

Shaping an environment in which DFS provides high quality budgetary and financial support to Peacekeeping Operations (PKO) and Special Political Missions (SPM) including informed funding decision and impartial review on the historical utilization of appropriated resources.

The broader peacekeeping environment is currently defined by a number of key characteristics including:

- increasing size and complexity of field operations;
- a fundamental change in the way resources will be managed and accounted for with the introduction of IPSAS and ERP;
- an increasing reliance on strategic partnerships including with the European Union (MINURCAT), the African Union (UNAMID, AMISOM/UNSOA) and the UNCT; and
- a shift towards the development of a regional/global support model through the DFS support strategy;

Within this environment, BPRS' role focuses around the following core objectives of the Division:

- The resourcing of missions to support their mandates including supporting the mobilization of voluntary resources;
- Strengthening the capacity of the Department to undertake financial and operational risk management across its portfolio of peacekeeping and special political missions;
- Supporting the implementation of IPSAS and ERP; and
- Developing a comprehensive capacity building program for field operations and HQ cost centers to support their own financial and budgetary functions.

Policy and Coordination

The Policy and Coordination pillar will be responsible for the overall stewardship of the mission funding process within the Department acting as the interface between field missions and the Department of Management. It will provide Department wide coordination and policy advice while supporting each Mission in its lead role of coordinating and developing its own budget submission as required by the General Assembly.

The Service will also support the Department of Management in the implementation of IPSAS and ERP. This will include focusing on developing and delivering specific field based practical support packages (operating guidelines, manuals and training) to complement the policy guidance, training packages and overall leadership provided by the Department of Management. The Service will also leverage its role as the interface for field missions to assist in the development and monitoring of the enhancement of peacekeeping business processes to ensure that they will be IPSAS compliant. Support will also be provided through the provision of subject matter experts, acting as the interface with IPSAS and ERP on behalf of field missions.

Strategic Resource Analysis and Management

Activities conducted under this pillar would include defining resourcing priorities for peacekeeping operations and special political missions; developing cross portfolio resourcing standards and benchmarks; supporting strategic resource mobilisation efforts for voluntary funding; performing a detailed resourcing review of each mission on a triannual basis including benchmarking, efficiency and alignment with mandates; supporting the development of financial management frameworks and strategic initiatives with peacekeeping partners including support to the African Union and cost sharing arrangements with the UNCT; and providing dedicated support to missions in start-up or transition (surge, drawdown, liquidation)

Capacity Building

The capacity building pillar provides dedicated training for field budget and finance officers, the maintenance of a field finance manual and training support for Sun systems. It includes initiatives for the preparation and promulgation of field practice notes for the budget function (Field Budget Manual), the delivery of an annual Chief Budget Officer workshop, support to the Chief Finance Officer workshop and the development of 'distance learning' packages for budget and finance personnel not receiving PACT training. At Headquarters initiatives will include the development of a financial management training package to assist cost centre managers undertake their functions.