



VACANCY ANNOUNCEMENT

Financial Management Officer, P-4
Administration and Operations Division,
Financial Resource Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
5 April 2026 23:59 hrs CET	VA 26/021/A&O	As soon as possible	2 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

This position is located in the UNFCCC secretariat in Bonn, Germany in 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 and IPSAS requirements and donor financial accountability for all Secretariat resources. Its work includes the management of donor agreements, the creation and monitoring of grants in Umoja, oversight of contributions receipting and tracking, issuance of allotments, the preparation of financial reports for donors, and the financial oversight of multi-donor trust funds and earmarked projects.

The incumbent also contributes to institutional resource mobilization processes through participation in partnership governance mechanisms and provides authoritative financial advice to programme divisions and external donors.

The position reports to the Chief of FRMU and provides leadership and technical oversight to a team of Professional and General Service staff. The incumbent works in close collaboration with programme managers, senior management and external partners, including donors, to support the effective and transparent use of financial resources.

Your responsibilities

Within delegated authority, the Financial Management Officer will be responsible for the following duties:

- Reviews and clears donor contribution agreements and memoranda of understanding, ensuring compliance with United Nations Financial Regulations and Rules, IPSAS requirements, donor conditions and internal policies, and provides authoritative financial



advice during agreement negotiations, including identification and mitigation of financial risks.

- Provides technical financial advice to partnership governance mechanisms, including participation in relevant committees, and contributes to the development, harmonization and continuous improvement of policies, procedures and guidance related to donor funding and grants management.
- Manages and oversees the financial administration of multi-donor trust funds, earmarked projects and extra-budgetary resources, including issuance of allotments, monitoring of expenditures, verification of fund availability, and provision of financial advice on funding sustainability and compliance with donor and Party requirements.
- Establishes, maintains and administers grants in UMOJA, ensuring accurate configuration of grant structures, reporting obligations and earmarking provisions, compliance with internal control procedures, and resolution of transactional issues and system irregularities.
- Manages contributions processes, including initiating requests for funds from Parties and donors, recording and tracking contributions in the UMOJA Accounts Receivable module, reconciling receipts, monitoring outstanding receivables and initiating follow-up actions to ensure timely collection of funds.
- Prepares, reviews and oversees the quality assurance of donor financial reports, ensuring accuracy, compliance with donor requirements, maintenance of appropriate audit trails and provision of supporting data for corporate and year-end reporting processes.
- Oversees funding availability for posts financed through trust funds and grants, approves extensions of project-funded positions in accordance with delegated authority, and provides advice on funding sustainability and associated financial risks.
- Contributes to corporate financial deliverables, including preparation of financial statements, contributions-related disclosures and responses to audit observations, while supporting continuous improvement of financial processes, internal controls and compliance monitoring.
- Maintains up-to-date knowledge of relevant policies, guidelines and intergovernmental decisions affecting finance and grants management and represents the Division in internal and interdepartmental meetings as required.
- Leads, supervises and guides a team of professional and general service staff, including performance management, work planning, capacity development, quality assurance of outputs and provision of technical training on UMOJA Grants and Accounts Receivable modules.
- Performs other related duties as required to support effective financial governance, grants administration and accountability for Secretariat resources.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated



solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in finance, accounting, or a related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Successful completion of both degree or non-degree programs in data analytics, business analytics or data science programs is an advantage.

Experience:

Required: A minimum of seven years of progressively responsible experience in project or programme management, administration or related area. 2 years or more of experience in financial and grants management and donor reporting in the UN common system is required. Experience in a supervisory role is required.

Assets: Thorough knowledge of United Nations rules and regulations pertaining to finance and grants management. Donor reporting and agreements. Expert level knowledge of ERP/UMOJA.



Language skills:

Required: Fluency in written and spoken English. Working knowledge of other UN official language is desirable..

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based 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. Service is limited to the UNFCCC secretariat.
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 monthly salary and allowances:
US\$ 86,027
(plus variable post adjustment, currently 40.2% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.