

Job Posting Title **IRC2626**  
Title, Grade (Position No) **Finance Assistant, G-3. (2001713)**  
Organizational Unit **Shared Services Centre, Budapest, Hungary**

Deadline for Applications **15-Oct-2014**  
Duration **Fixed-term**  
Notes **1 year renewable**

Department Description

This position is located at the Shared Services Centre where a wide range of finance support and administrative duties are undertaken with focus on providing support and transactions processing services to client departments at FAO Headquarters as well as Decentralized Offices.

Duties and Responsibilities

**Main Purpose**

The Finance Assistant performs a large variety of routine administrative and financial duties in support of the control and maintenance of accounts and in the processing of finance/accounting/budget-related transactions. The incumbent exercises judgment, identifies errors and supports sound financial practice.

**Supervision Received/Exercised**

The Finance Assistant works under the general supervision of the Finance Officer and receives guidance from a higher graded Finance Assistant. He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

**Working Relationships**

The Finance Assistant interacts with a variety of colleagues within the work unit and with immediate clients served within the Organization, providing routine assistance to promote the effective and efficient delivery of finance-related services.

**Key Functions/Results**

- Process payment requests for advances and claims or supplier invoices and other payments requests in line with relevant regulations and instructions;
- Check accuracy of calculation, budget codes and compliance with procedures;
- Ensure that all supporting documents and information required to justify payment, including receipts, banking details, etc., are complete before releasing payments;
- Settle invoices and claims after verification of supporting documents;
- Process conversions of payment using the applicable exchange rate in accordance with the FAO rules and regulations;;
- Review and follow-up on outstanding invoices on a regular basis to ensure that they are paid promptly;
- Report to the Supervisor any irregularities, discrepancies from existing regulations on expenditure which are unauthorised and inadequate documentation justifying basis of payment;
- Provide assistance for testing of system changes and upgrades as required;
- Maintain logs of requests received and processed;
- Perform other duties as required.

**Impact of work**

The incumbent's work impacts on the timely and efficient delivery of financial support services and on the overall output of the work unit.

Job Requirements

**MINIMUM REQUIREMENTS - candidates will be assessed against the following**

**Education:** Secondary School Education

**Experience:** Two years of relevant experience in finance/accounting/budget-related support work

**Languages:** Working knowledge (Level C) of English

**IT Skills:** Good knowledge of the MS Office applications, Internet and office technology equipment

**Technical Skills**

Familiarity with financial/HR computerized systems. Initiative and ability to plan and organize work, set priorities and meet deadlines. Ability to maintain accurate records. Ability to draft routine correspondence and to write and spell correctly. Ability to handle confidential material with discretion. Ability to collaboratively work as a member of a team.

*All candidates should be able to establish and maintain effective working relationships with people of different national and cultural backgrounds.*

#### **DESIRABLE QUALIFICATIONS AND SKILLS- OPTIONAL**

Experience in accounting or budget related work preferably in international environment. Experience working with an ERP system; Knowledge of other FAO official language(s) (Arabic, Chinese, French, Russian, Spanish).

#### **Additional Details**

All candidates should possess computer/word processing skills.

Evaluation of qualified candidates may include an assessment exercise which will be followed by an interview.

Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

Candidates may be requested to provide employment reference.

#### **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

#### **ELIGIBILITY**

**Candidates must be legally residing in Hungary at the time of application, recruitment and hire. However, the selected candidate will be recruited as Local staff members, with duty station in Budapest. Therefore, there will not be any entitlement regarding the relocation costs incurred for successful candidates accepting the position in Budapest.**

#### **How To Apply**

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

Please note that, in case the application deadline is extended, the updated deadline will be displayed in the iRecruitment website.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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