

Job Posting Title **IRC2627**  
Title, Grade (Position No) **Finance Assistant, G-5. (2003258)**  
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 coordinates and performs the full range of financial, accounting and budgeting functions. He /she ensures quality, transparency and consistency of data and processes within his/her area of responsibility and contributes to a smooth functioning of the work of the unit.

**Supervision Received/Exercised**

The Finance Assistant works under the direct supervision of a Finance Officer and may receive guidance from a Senior Finance Assistant. The incumbent operates independently and takes decisions on work priorities. Supervision received is focused on the quality of work outputs, in particular the meeting of timelines and the quality of advice given to clients. He / she provides guidance and advice to other finance support staff.

**Working Relationships**

The Finance Assistant works closely with colleagues in the Finance and Procurement team and with client departments/ offices in the handling of routine and specialized processes, promoting the effective and efficient delivery of finance-related services.

**Key Functions/Results**

- Serve as focal point for vendor record maintenance related queries and provide assistance to all levels of clients; drafts/prepares routine correspondence; monitor and manage the generic e-mail boxes;
- Analyze rejected payments to vendors and interface problems, review duplicate records, deactivate and merge vendors when necessary;
- Assist finance clerks to update bank account and supplier information for FAO vendors into Oracle according to established guidelines and procedures;
- Brief and assist newly arrived staff, experts and consultants on basic financial procedures and requirements with respect to vendor records, payments, banking and currency provisions and other requirements relating to accounts and finance;
- Analyze supplier performance reports ensuring workflow and verify its accuracy in the Oracle database ;
- Generate reports from computerized information system databases;
- Keep statistics on daily work that is performed in VendStat, which is to be summarized in a monthly summary; ;
- As requested, assist Supervisor with the implementation of Capital Expenditure (CapEx) and/or IPA projects;
- Provide assistance for testing of system changes and upgrades, and analyse the result as required;
- Report to the Supervisor any irregularities, discrepancies from existing regulations regarding the need to request exception processing or updating problems;
- Perform other duties as required.

**Impact of work**

The incumbent's work impacts directly on the efficient provision of routine and specialized finance services. He/ she plays an active role in the successful achievement of the work unit's mandate.

Job Requirements

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

**Education:** Secondary School Education

**Experience:** Four years of relevant experience preferably in banking, accounting and/or transaction processing of vendor management records, including one year at the G-4 level

**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. Knowledge of international payments.

*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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