



Food and Agriculture Organization of the United Nations

## Professional Vacancy Announcement No: IRC3426

Issued on: **24 June 2016**

Deadline For Application: **15 July 2016**

Position Title:	<b>SENIOR FINANCE OFFICER (Treasury and Investments)</b>	Grade Level:	<b>P-5</b>
Organizational Unit:	Treasury Operations Branch (CSFTD)	Duty Station:	<b>Rome, Italy</b>
		Duration *:	<b>Fixed term: two years with possibility of extension</b>
		Post Number:	<b>0046388</b>
		CCOG Code:	<b>1A01</b>

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

### Organizational Setting

The Finance Division recommends and administers financial policies and procedures that meet the highest professional standards; keeps accounts that accurately record financial activities and meet the requirements of internal and external audits; prepares reports to accurately portray the financial status of the Organization and its activities; ensures that the Organization's financial resources are securely kept and productively employed while in FAO's custody; oversees financial operations wherever performed in the Organization; and ensures that all disbursements are timely and made in accordance with established policies and procedures.

The post is located in the Treasury Operations Branch (CSFTD).

### Reporting Lines

The Senior Finance Officer reports to the Director of Finance and Treasurer.

### Technical Focus

The Senior Finance Officer (Treasury and Investments) is responsible for the management of the daily activities of the Treasury Operations Branch

### Key Results

The planning and management of major financial service areas including Investments, Operations, and cross-Division Coordination and Secretariat Services to support the effective management of FAO resources and safeguard the Organization's assets in accordance with internal policies, UN financial guidelines and International Public Sector Accounting Standards (IPSAS).

### Key Functions

- Plans and manages Finance Division service teams, leads and/or coordinates specialized financial activities, provides leadership/secretariat services to the Finance Committee, leads and/or participates on Organization-wide committees or working groups, and/or supervises staff;
- Develops operational/work plans and oversees and/or coordinates financial service areas and related activities, monitors risks, investments and/or financial controls and ensures compliance with FAO policies and regulatory framework;
- Directs the development and updating of the supporting operational, policy, accounting, control and/or risk management frameworks, involving the latest approaches and methodologies, streamlined business processes, new/revised financial policies, and related tools, systems, technologies and related procedures;
- Directs the preparation/review/analysis of statutory and/or management reports, financial statements, reports to donors as well as specific reports for Governing Bodies, donors and other partners;
- Analyzes complex financial/investment/risk related issues and provides financial advice and assistance to managers at HQ, the Decentralized Offices, the Finance Committee and/or Governing Bodies etc.;
- Represents FAO and develops consensus on financial matters with banks, other financial institutions, donors, partners, and UN financial executives and provides information/clarification to auditors;
- Promotes best practices and capacity development at HQ and the Decentralized Offices and leads and/or participates in related training.

## **Specific Functions**

### Investments

- Implements strategic asset allocation;
- Monitors conditions in the global financial markets;
- Conducts asset/liability, and investment analyses and studies as necessary to enable the Investment Committee to make sound decisions;
- Oversees investment activities including the day-to-day management of FAO investments;
- Manages the operating control procedures in relation to the FAO investments.

### Management of Investment Managers

- Organizes the selection, implementation and oversight of external asset managers, custodians and other financial service providers, the negotiation of the investment management agreements and the detailed guidelines;
- Maintains relations with Asset Managers, and Custodians including reconciling monthly position with statements, ensuring compliance with approved investment guidelines, and monitoring performance;
- Monitors and follows-up with investment counterparts, including through face-to-face discussions and on-site compliance visits.

### Liquidity

- Manages the daily activities of the Investment and Treasury Group, including the day-to-day FAO cash flow activities, and the foreign exchange activity;
- Ensures approved foreign exchange policy is adhered to, and submits documented proposals for changes to the approval of the Director of Finance and Treasurer;
- Manages the Organization cashflows and ensuring that FAO maintains an appropriate liquid position including monitoring trends in activities, and in particular receipt and payment flows, with a view to ensuring adequate liquidity levels;
- Manages the operating control procedures in relation to the FAO cash management.

### Risk

- Oversees financial risk management profiles, as relevant to FAO's investment and liquidity management including all relevant exposures to market, foreign exchange, credit, counterparty, settlement, and liquidity risk caused by treasury activity.

### Governance

- Recommends required changes to policy to the Investment Committee and Advisory Committee on investments
- Manages day-to-day relations with FAO's investment advisors;
- Prepares reports for Management, the Investment Committee, the Advisory Committee on Investment, the Finance Committee, the Council and Conference, and other Management meetings ;
- Provides interaction with ' as well as replies to ' internal and external auditors as necessary;
- Coordinates with other Rome-based UN agencies on common investment matters.

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## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- Advanced university degree in finance or a related field. A first-level university degree in combination with a professional qualification from a recognised professional institution (CPA, CA, CFA, CCM, etc.) may be accepted in lieu of the advanced degree.
- Ten years of relevant experience in accounting financial management or treasury in a major organization
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

### **Competencies**

- Results Focus
- Leading, Engaging and Empowering Others
- Communication
- Partnering and Advocating
- Knowledge Sharing and Continuous Improvement
- Strategic Thinking

### Technical/Functional Skills

- Extent and relevance of experience in treasury management functions including asset liability management, investments, cash management, banking, payments and foreign exchange
- Extent and relevance of knowledge of electronic banking platforms, ERP systems and reporting tools
- Work experience in more than one location or area of work, particularly in field positions is essential

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- 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.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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### 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.

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

**FAO IS A NON-SMOKING ENVIRONMENT**