



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2057

Issued on: **09 November 2011**

Deadline For Application: **07 December 2011**

POSITION TITLE:	<b>Finance Officer</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Rome</b>
ORGANIZATIONAL UNIT:	<b>Credit Union, CSFU</b>	DURATION *:	<b>Fixed Term : Three years</b>
		POST CODE/N°:	<b>C-0422193</b>
	Corporate Services, Human Resources, and Finance Department	CCOG CODE:	<b>1A01</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged**

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the FAO Credit Union Manager, the incumbent will assume the responsibility for accounting systems, internal controls, financial and management reporting of the FAO Credit Union (CU). In particular, the incumbent will:

- administer the accounting system, including General Ledgers in USD and Euro;
- develop accounting procedures/processes as required;
- prepare monthly and annual financial reports;
- interpret, apply and provide guidance on US GAAP and IPSAS;
- organize and administer all accounting and financial data and prepare multi-currency management reports;
- oversee all bank reconciliations;
- review daily journals and end-of-day reports for compliance with internal accounting and administrative controls;
- participate in a functional role in system development of applications;
- perform other related duties as required.

### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in accounting, finance, business administration or a related field and membership in an internationally recognized professional accounting institution (CA, CPA, CFA, or equivalent)
- Five years of relevant experience in financial and accounting operations of large, international entities using advanced computer systems
- Working knowledge of English and limited knowledge of French, Spanish, Russian, Arabic or Chinese

### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent and level of accounting experience in accounting and in managing accounting functions
- Excellent computer skills and ability to analyze problems and develop effective, practical solutions
- Experience in financial statement preparation and accounting systems with dual currency operations
- Demonstrated knowledge of US GAAP and IPSAS
- Ability to work as an effective team member and supervise staff, coordinating work according to strict deadlines
- Quality of communication skills in English, both orally and in writing
- Experience in the system development of accounting and financial applications.

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

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

### 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/>

**To apply: visit the iRecruitment website at**

<http://www.fao.org/employment/irecruitment-access/>

**and complete the on-line application**

**In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections.**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**