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POSITION TITLE:	<b>FINANCE OFFICER</b>	GRADE LEVEL:	<b>P-3</b>
ORGANIZATIONAL UNIT:	<b>Finance Division, CSF</b>	DUTY STATION:	<b>Rome, Italy</b>
	Corporate Services, Human Resources, and Finance Department, CS	DURATION* :	<b>Fixed-Term:Two Years</b>
		POST CODE/N°:	<b>1020706</b>
		CCOG CODE:	<b>1.A.01</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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#### DUTIES AND RESPONSIBILITIES

Under the general guidance of the Director, CSF and the direct supervision of the Senior Finance Officer, to either assist in the financial and management accounting of programmes, funds and reserves; or assist in the maintenance of the accounting control environment. In particular, the incumbent will:

- prepare the Organization's accounts in accordance with the UN System Accounting Standards (UNSAS) and the International Public Sector Accounting Standards (IPSAS);
- maintain IPSAS chart of accounts and IPSAS accounting policies;
- draft financial papers for the Finance Committee and reports of the Committee;
- develop financial reports to support the Organization's accounts;
- maintain the Organization's financial and management accounting systems, ensuring compliance with the requirement of financial regulations and rules;
- review the Organization's financial systems and report required changes in terms of increased effectiveness and efficiency;
- highlight and report required changes of accounting procedures;
- liaise with internal and external auditors;
- provide input to the actuarial valuation of the Organization's employee benefits;
- prepare financial analyses on financial accounting data and report to senior management;
- contribute to the development and the delivery of the Finance Division's IPSAS training programme;
- provide support to upgrades of financial modules of ERP systems;
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree in Business Administration, Finance or related field or certification from a recognised specialized professional institute in accounting (CA or CPA are equivalent)
- Five years of relevant experience in finance and accounting
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent and relevance of experience in accounting and in managing accounting functions
- Knowledge of UNSAS and IPSAS
- Ability to understand and anticipate the needs of clients; proactively engages with internal and external clients to seek their feedback
- Demonstrated ability to work in a team, to plan and organize own work and deliver work effectively
- Good communication skills, both in writing and orally and ability to write concise and analytical report in English
- Excellent computer skills and knowledge of ERP systems (e.g. Oracle Financials) and reporting tools

*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.*

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**INTERNAL VACANCY ANNOUNCEMENTS** are open for competition to staff who are holding a fixed-term, short-term or continuing appointment; Associate Professional Officers (APO), National Professional Officers (NPO) at FAO; staff members seconded to FAO; FAO staff members seconded to other organizations; and current staff members of other organizations and agencies of the United Nations Common System where there is reciprocity (i.e. UNIFEM and female staff members from the UN Secretariat).

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

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To apply: visit the iRecruitment website at  
<http://www.fao.org/employment/irecruitment-access/en/>  
and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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**