



Issued on: 21 January 2016

Deadline For Application: 11 February 2016

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POSITION TITLE:	Finance Officer	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Finance Division, CSF Corporate Services Department, CS	DUTY STATION:	Accra, Ghana
		DURATION *:	Fixed-term: 2 years
		POST NUMBER:	2005041
		CCOG CODE:	1A01

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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.

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### 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 position is located in the Global Financial Management Group which continuously monitors the usage of GRMS in all Decentralized Offices to ensure compliance with FAO's financial regulations. In addition, it provides best practice advice, training and support to the Decentralized Office in all areas of GRMS related to Finance.

The posts are located in the Regional Office for Africa (RAF) – Accra, Ghana

### Reporting Lines

The Finance Officer functionally reports to the Senior Finance Officer based in Rome and operationally to the Administrative units of the Regional Office

### Technical Focus

The collection and analysis of financial information to support the delivery of various financial services/activities. Accounts preparation in accordance with the UN System Accounting Standards (UNSAS) and the International Public Sector Accounting Standards (IPSAS)

### Key Results

Financial services and related assistance in accordance with internal policies, UN financial guidelines and International Public Sector Accounting Standards (IPSAS)

### Key Functions

- Provides financial reporting, general accounting, project accounting, and/or investment related services in accordance with FAO policies and regulatory framework;
- Collects and analyzes financial information for inclusion in statutory and/or management reports, financial statements, and/or reports to donors as well as specific reports for Governing Bodies, donors and other partners;
- Contributes to updating financial policies and related tools, systems, technologies and related procedures;
- Responds to requests for assistance from managers and staff at HQ and the Decentralized Offices;
- Exchanges and/or provides information to banks, other financial institutions, donors and partners and provides information/clarification to auditors;
- Participates in the development of training and related training materials and promotes best practices and capacity development at HQ and the Decentralized Offices;
- Supports daily financial operations of the Regional Office as required;
- Participates on Finance Division teams, leads working groups, and/or collaborates with other departments on short-term assignments.

### Specific Functions

- Monitors adherence to financial policies in the decentralized office, highlighting any risks and suggesting mitigating factors to senior management;
  - Provides functional support and training to decentralized offices in the region on best financial practices and usage of ERP system, Oracle;
  - Prepares analysis of financial practices in decentralized offices for senior management;
  - Recommends improvements to ERP systems to better support operational requirements in the decentralized office;
  - Provides support to upgrades of financial modules of ERP systems.
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in accounting, finance, business administration or a related field, or an accounting accreditation (CA/CPA)
- Five years of relevant experience in finance, accounting and/or business analysis
- Working knowledge of English and French

### Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Relevance and extent of experience in accounting and in managing accounting functions
- Demonstrated experience and knowledge of Oracle Financials is considered a strong asset
- Extent and relevance of experience in accounting and in managing financial functions
- Demonstrated knowledge of IPSAS or equivalent internationally accepted accounting standards
- Working knowledge of other FAO languages (Arabic, Chinese, Russian or Spanish) is considered a strong asset

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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.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based 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.
- 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.

### 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)

### 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)

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