



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3263

Issued on: **9 March 2016**

Deadline For Application: **30 March 2016**

POSITION TITLE:	Finance Officer	GRADE LEVEL:	P-2
ORGANIZATIONAL UNIT:	Shared Services Centre (SSC) Deputy Director-General Operations (DDG-O)	DUTY STATION:	Budapest, Hungary
		DURATION* :	Fixed-term: 2 years (with possibility of extension)
		POST NUMBER:	2001143
		CCOG CODE:	1A01

* 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 Shared Services Centre (SSC) recommends and administers process management and procedures that need to be executed effectively; ensure the management of quality assurance activities associated with the transactional processes and implementation of service delivery; continuously improve the satisfaction of its customers, internal or external, while pursuing a continuous improvement agenda that will drive up service excellence while driving down the costs of service delivery through process standardization, process automation and self-service capabilities.

The post is located in the Shared Service Centre, SSC in Budapest, Hungary

Reporting Lines

The Finance Officer reports to a senior Finance Officer, SSC

Technical Focus

Ensure the management of quality assurance activities associated with the transactional processes and implementation of service delivery with respect to Supplier Records Maintenance.

Key Results

The collection and analysis of financial information to support the delivery of various financial services/activities

Key Functions

- Collects, reviews for accuracy, and analyzes financial information and/or internal financial controls to support the delivery of various financial services/activities.
- Analyzes financial reports, explains variances and/or financial regulations and takes appropriate action.
- Participates in the development of improved work methods and procedures.
- Responds to requests for assistance from managers and staff at HQ and the Decentralized Offices.
- Collaborates in the development of training tools and materials and the organization of training workshops/seminars, etc.
- Participates on special project/work teams.

Specific Functions

- Reviews advanced processing as well as transactional issues and client inquiries; assesses QA reviews for process area and monitors process controls.
- Monitor individual level and team level performance against KPIs and address any issues to ensure service level standards are met.
- Identifies and escalates process and technology improvement opportunities
- Reviews SEPA transactions to allow FAO to lower its operating costs and supportS the worldwide EFT initiative to implement new country EFT implementations;
- Provide guidance to all staff concerning the correct interpretation of financial regulations, rules and procedures as applied to vendor banking instructions and vendor supplier management;
- Assesses the quality and integrity of vendor and banking information recorded in the supplier master file database

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in accounting, finance, business administration, financial management or other related field (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- Three years of relevant experience, in finance, accounting, banking and/or business analysis, and/or other related fields
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

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

Technical/Functional Skills

- Extent and relevance of experience in finance, business analysis, banking and accounting as well as payment processing and supplier banking records masterfile maintenance
- Extent and relevance of experience in QA/Supplier Records Maintenance Management functions and ERP Systems (i.e. Oracle Financials) including reporting tools is desirable
- Extent and relevance of experience in a shared services/business support centre is highly desirable.
- Extent and relevance of experience in analysing financial reports within the corporate ERP systems (i.e. Oracle) is desirable.
- Work experience in more than one location or area of work, particularly in field positions is desirable

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

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

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

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