



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC4420

**Issued on:** 15 August 2017

**Deadline For Application:** 5 September 2017

|                             |                                      |                      |                                                    |
|-----------------------------|--------------------------------------|----------------------|----------------------------------------------------|
| <b>Position Title:</b>      | Finance Associate                    | <b>Grade Level:</b>  | G-6                                                |
|                             |                                      | <b>Duty Station:</b> | Georgia, Tbilisi                                   |
| <b>Organizational Unit:</b> | FAO Representation in Georgia, FECEO | <b>Duration *:</b>   | Fixed term: 1 year (with possibility of extension) |
|                             |                                      | <b>Post Number:</b>  | 2006458                                            |
|                             |                                      | <b>CCOG Code:</b>    | 2103                                               |

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

### Organizational Setting

The Finance Associate post is located at the FAO Representation in Georgia to provide a wide range of finance support and administrative duties.

### Main Purpose

The Finance Associate undertakes high-level and specialized finance-related support activities. He/she leads and coordinates the financial support work of the unit, ensuring the quality, transparency and consistency of processes. The job role requires in-depth knowledge and interpretation of financial policies, procedures and practices. The incumbent provides procedural guidance to managers and staff in the Organization and guides other finance support staff.

### Supervision Received/Exercised

The Finance Associate works under the overall guidance of the FAO Representative and the direct supervision of the Assistant FAO Representative in Georgia, in close collaboration with project management and administrative staff of the FAO in Georgia. Work is performed autonomously, showing a high degree of initiative, judgment, and liability. Supervision received is focused on facilitating service delivery and on meeting client requirements. The incumbent effectively organizes and supervises other finance support staff and provides relevant guidance and training.

### Working Relationships

The incumbent maintains a wide range of contacts with managers and staff throughout the Organization as well as with colleagues within the team, providing experienced coordination and delivery of the entire range of finance support processes and services.

### Key Functions/Results

- Analyse, control and maintain relevant general ledger accounts, including scrutinizing source documents for completeness, accuracy and validity of charges;
- Review and liquidate obligations; investigate erroneous charges and take corrective accounting actions; reconcile and review suspense accounts and ensures proper clearance procedures;
- Extract details of income, expenditures, assets and liability from the accounting system in order to analyse and verify accuracy and validity;
- Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
- Prepare worksheets and assist in preparation of financial statements by compiling and consolidating data from various sources; prepare and checks trial balance;
- Prepare draft cost estimates and budget proposals and participate in budget analysis and projections;
- Provide support with respect to the review, analyses and preparation of the medium-term plan;
- Draft and prepare correspondence and respond to queries;
- Evaluate ongoing financial support requirements, adapt service provision to meet changing needs and solve operational problems as required;
- Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
- Perform other duties as required.

### Impact Of Work

The incumbent's work impacts directly on the efficiency, effectiveness, accuracy and timeliness of the services provided by the team. He/ she plays a pro-active role in the successful achievement of the work unit's mandate.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

Education: Secondary School Education

Experience: Five years of relevant experience in finance, accounting and budget-related support work

Languages: Working knowledge (level C) of English

Working knowledge (level C) of local language (Georgian)

IT Skills: Very good knowledge of the MS Office applications, Internet and office technology equipment

### Competencies

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

### Technical Skills

- Thorough knowledge of financial rules and regulations, accounting policies and practices
- Thorough knowledge of corporate financial systems
- Thorough knowledge of the communication and documentation standards

### Desirable Qualifications And Skills

- Knowledge of FAO's corporate systems and data bases, such as GRMS or the Country Office Information System (COIN) would be an asset
- Working knowledge Russian

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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**

