



Issued on: 19 September 2017

Deadline For Application: 3 October 2017

JOB TITLE: Finance Specialist

TYPE OF CONTRACT: **Consultant or PSA**

DUTY STATION: **Erbil, Iraq**

ORGANIZATIONAL UNIT: IRAQ COUNTRY OFFICE, FNIRQ

DURATION: **11 months**

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

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.

Organizational Setting

FAO's office for Iraq is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing countrywide food, agriculture and rural development priorities under the current L3 Emergency. It develops and maintains relations with the relevant Ministries at country level. The post is located in **in Erbil (with visits to Baghdad), Iraq.**

Reporting Lines

The Finance Officer 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

Technical Focus

Management of quality assurance activities and service delivery of transaction processes and financial services of FAO's resilience agenda at sub regional level

Tasks and responsibilities

1. Analyse, control and maintain relevant general ledger accounts, including scrutinizing source documents for completeness, accuracy and validity of charges
2. Review and liquidate obligations; investigate erroneous charges and take corrective accounting actions; reconcile and review suspense accounts and ensures proper clearance procedures
3. Extract details of income, expenditures, assets and liability from the accounting system in order to analyse and verify accuracy and validity
4. Prepare worksheets and assist in preparation of financial statements by compiling and consolidating data from various sources; prepare and checks trial balance
5. Supervises, oversees and/or contributes to the delivery of financial reporting, general accounting, project accounting, and/or investment activities/services in accordance with FAO policies and regulatory framework
6. Analyzes financial information for inclusion in statutory reports, management reports, financial statements, and/or reports to donors as well as other specific reports for Governing Bodies, donors and other partners
7. Responds to requests for assistance and provides financial and regulatory advice and assistance to managers at HQ and the Decentralized Offices etc
8. Develops effective working relationships and resolves problems with banks, other financial institutions, donors, partners, and UN financial executives as well as provides information/clarification to auditors
9. Promotes best practices and capacity development at HQ and the Decentralized Offices, leads and/or participates in training and the development of related training materials
10. Evaluate ongoing financial support requirements, adapt service provision to meet changing needs and solve operational problems as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in (for Consultants) or University degree (for PSA) in accounting, finance, business administration or a related field
- Five years of relevant experience in finance, accounting and/or business analysis
- Working knowledge of English and Arabic

FAO Core Competencies

- Results Focus
- Teamwork, including leading, engaging and empowering others
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

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

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

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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