



Issued on: 13 OCTOBER 2017

Deadline For Application: 27 OCTOBER 2017

JOB TITLE: Consultant Finance Officer

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome, HQ

ORGANIZATIONAL UNIT: FINANCE DIVISION

DURATION: Unidentified

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

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; reports the financial status of the Organization and its activities to senior management, the Governing Bodies, and resource partners; and ensures that the processing and recording of receipts and disbursements are timely and made in accordance with established policies and procedures.

Reporting Lines

Under the general supervision of the Director, Finance Division, the Consultant Finance Officer reports to a Senior Finance Officer in the Division.

Technical Focus

The provision of financial reporting, general accounting, project accounting and/or investment related services.

Tasks and responsibilities

- provides financial reporting, general accounting, project accounting, and/or investment related services in accordance with FAO policies and procedures.
- collects and analyses financial information for inclusion in statutory financial statements, management reports and project reports for presentation to senior management, the Governing Bodies and resource partners.
- contributes to the review and updating of financial policies and procedures.
- contributes to the implementation of supporting system technologies and tools.
- responds to requests for assistance from staff at HQ and the Decentralized Offices.
- exchanges and provides information to banks, other financial institutions and resource partners and responds to information requests of internal and external auditors.
- participates in the development of training and related training materials for use at HQ and the Decentralized Offices.
- performs other duties.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in accounting, finance, business administration or a related field.
- Three years progressively responsible professional experience in accounting, finance, business administration or related field.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

FAO Core Competencies

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

Technical/Functional Skills

- Overall level and relevance of experience in business analysis and accounting within a computerized accounting environment.
- Excellent computer skills and knowledge of ERP systems (preferably Oracle Financials) and reporting tools.
- Work experience in more than one location or area of work

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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