

## Terms of Reference

### **Functional Analyst – IPSAS Project**

The FAO project to adopt International Public Sector Accounting Standards (IPSAS) includes the replacement of a legacy accounting system used in FAO's Decentralized Offices. Under the direct supervision of a Finance Officer responsible for this workstream a functional analyst is sought to provide functional support for the design and implementation of new financial and administrative procedures, processes and systems for FAO's Decentralized Offices. More specifically the successful candidate will:

- Facilitate the process of gathering, analyzing and documenting user requirements in accordance with defined project standards;
- Prepare functional and system specification documentation based on the user requirements;
- Define test case scenarios and test scripts to support the user acceptance process;
- Assist in activities relating to data migration and cleansing;
- Support the preparation of training materials and updates to procedures;
- Provide support to the project implementation and roll out;
- Perform other related duties as required.

#### **Qualifications:**

*Applicants should meet the following:*

- University degree in Business Administration, Computer Sciences, Finance, or Information Technology
- Five years progressively responsible professional experience in the role of a functional analyst or similar.
- Working knowledge of English with limited knowledge of French or Spanish an advantage

*Application will be assessed against the following:*

- Overall level and relevance of experience in performing the activities described above.
- Demonstrated experience in producing functional specifications and/or detailed system requirements within a computerized accounting environment.
- Analytical capability
- "Client focus" orientation and commitment to results
- Ability to work as an effective team member and with limited supervision
- Ability to liaise between business units and IT technical personnel
- Ability to prepare project support documentation in English and communicate effectively to all levels of staff.
- Excellent computer skills and knowledge of ERP systems (e.g. Oracle Financials) and reporting tools

**Duty Station:** Rome, Italy with potentially some travel to Decentralized Offices

**Duration of assignment:** One year with possibility of extension

**Candidatures:** Please provide a completed FAO Personal History Form, found on the Internet site at: <http://www.fao.org/VA/adm11e.dot> to the following e-mail account: IPSAS-VAs-AFF@fao.org