



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2058

Issued on: 11 November 2011

Deadline For Application: 09 December 2011

POSITION TITLE:	FINANCE OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Finance Division, CSF	DURATION *:	Fixed-Term: Three Years
	Corporate Services, Human Resources, and Finance Department, CS	POST CODE/N°:	C - Unidentified
		CCOG CODE:	1A01

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Director, CSF and under the direct supervision of a more senior Finance Officer, to either assist in the financial and management accounting of programmes, funds and reserves; or assist in the maintenance of the accounting control environment. In particular, the incumbent will:

- maintain the Organization's financial and management accounting systems, ensuring compliance with the requirement of financial regulations and rules;
- check the quality of the Organization's accounts and reports;
- highlight and report required changes to improve the Organization's systems and procedures in terms of increased effectiveness and efficiency;
- highlight and report required changes to the manuals on accounting procedures;
- draft financial statements and management reports;
- prepare financial analyses on budgetary and financial accounting data;
- assist in the training programme on the financial management of projects and programmes;
- test the integrity of accounting and financial business systems;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in Business Administration, Finance or related field or certification from a recognised specialized professional institute in accounting (CA or CPA are equivalent)
- Five years of relevant experience in accounting
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Overall level and relevance of experience in accounting and in managing accounting functions
- Knowledge of internationally recognised accounting and reporting standards
- Analytical capability
- "Client focus" oriented and commitment to results
- Ability to work as an effective team member and with limited supervision
- Good communication skills, both in writing and orally
- Excellent computer skills and knowledge of ERP systems (e.g. Oracle Financials) and reporting tools

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/>

and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections.

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT