



POSITION TITLE:	Travel Assistant	GRADE:	G-4
LOCATION:	Budapest, Hungary	DURATION:	Fixed-term (1 year renewable)
ORGANIZATIONAL UNIT:	Travel unit	POST NUMBER:	2002584
	Shared Services Centre		

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Travel Operations Officer, Travel unit, the incumbent will perform various administrative duties in support of the Organization's travel and insurance programmes when applicable and as identified at the appropriate grade level. In particular, the incumbent will:

- process travel expense claims, including verification of travel performed against entitlement according to FAO policies and computation of costs within FAO liability, ensuring accuracy of coding, appropriate application of currency exchange rates, and that supporting documentation conforms with the rules and regulations of the Organization;
- identify/claim refunds of travel costs from travel agents or travellers and take necessary follow up action;
- process authorized lump sum payments, travel advances and post-factum claims, verifying correctness with FAO travel agent in cases of complex fares;
- verify correctness of records related to travellers in corporate systems to ensure proper accounting transactions relating to claimant staff members and consultants;
- reconcile relevant statements from Finance and make necessary corrections;
- prepare monthly statistics on documents processed and prepare draft correspondence regarding unauthorised expenditures;
- assist Accounts Payable in clearing consultants' honoraria payments, providing details relating to travel expense claims (TEC) deductions and/or follow up actions with Divisions regarding outstanding TECs;
- make entries to records, update key variables and reference tables in computerised databases according to standard procedures;
- perform other duties as required.

REQUIREMENTS - ESSENTIAL

Applications are normally not considered from candidates who do not possess ALL of the Requirements

Education: Secondary school education.

Experience: Three years of administrative work experience.

Language: Working knowledge (level C) of English.

Other: Familiarity with financial/HR computerized systems. Initiative and ability to plan and organize work, set priorities and meet deadlines. Ability to maintain accurate records. Ability to draft routine correspondence and to write and spell correctly. Ability to handle confidential material with discretion. Ability to collaboratively work as a member of a team.

REQUIREMENTS – DESIRABLE

Education: Specialised courses in finance, banking, accounting or computer systems.

Experience: Three years of experience in accounting or travel related work preferably in international environment. Experience working with an ERP system.

Language: Knowledge of French or Arabic would be an asset.

All candidates should possess computer/word processing skills and be able to establish and maintain effective working relationships with people of different national and cultural background.

REMUNERATION

Remuneration is established in accordance with the ICSC General Service local salary scale.

<p>Please send your application by email, quoting</p> <p style="text-align: center;">VA-2014-3-SSC</p>	<p>E-mail: VA-2014-3-SSC@fao.org</p> <p>FAO of the UN, Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest</p> <p>Fax No: 0036 13011732</p>
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PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.