



<b>POSITION TITLE:</b>	<b>Support Clerk</b>	<b>GRADE:</b>	<b>G-4</b>
<b>LOCATION:</b>	<b>Budapest, Hungary</b>	<b>DURATION:</b>	<b>Fixed Term</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Support Group, Shared Services Centre</b>	<b>POST NUMBER:</b>	<b>2000547</b>
		<b>OCC CODE:</b>	<b>2A01</b>

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Finance Officer, P2, SSC/Budapest, the incumbent will support the users with information, guidance and technical assistance and via corporate administrative systems process various types of transactions. In particular, will:

- assist divisional transaction initiators and approvers in processing various transactions in the FAO corporate computer systems (ORACLE, ATLAS), and advise on associated financial rules and procedures;
- assist users in operating FAO corporate systems (HR Self-Service, Budget Maintenance Module, Data Warehouse, iRecruitment, and few other systems);
- process back-charges in financial systems for FAO service providers;
- effect journal processing in the system (e.g. budget transfers, accounting corrections, etc.) on the basis of instructions received from budget holders and in compliance with FAO rules and procedures;
- draft routine correspondence relating to the above;
- bring to the attention of the supervisor recurring problems;
- perform other duties as required.

**QUALIFICATIONS – ESSENTIAL**

*Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications*

- Education:**
- Secondary school education supported by training in accounting and/or computerised systems or related fields
- Experience:**
- Three years of administrative experience, including experience in customer support or accounting and budget
- Language:**
- Working knowledge (level C) of English
- Other:**
- Knowledge and experience as user of ERP systems, web content management and desktop software
  - Familiarity with administrative and financial regulations and rules of international or large organizations
  - Judgment, personal initiative, tact and discretion
  - Attention to details and ability to maintain accurate records
  - Ability to draft, type, format and collate routine correspondence and to write and spell correctly
  - Ability to organize own work, set priorities and meet deadlines
  - Ability to collaboratively work as a member of a team handling confidential material with discretion

**QUALIFICATIONS – DESIRABLE**

- Limited knowledge (level B) of French

**REMUNERATION**

**Level G-4 carries a net salary per year** from 3,399,000 Forints to 4,569,000 Forints **prior to deduction** of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

*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.*

Please send your application by email, quoting <b>VA n. SSC – 09/11</b>	<b>E-mail: <a href="mailto:SSC-Vacancies@fao.org">SSC-Vacancies@fao.org</a></b>  FAO of the UN Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest  Fax No: 0036 1 3011732
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**Please note that FAO is a non-smoking environment.**