



POSITION TITLE:	Travel Assistant	GRADE:	G-6
LOCATION:	Budapest, Hungary	DURATION:	Fixed-term: 3 years
ORGANIZATIONAL UNIT:	Travel Group, Shared Services Centre	POST NUMBER:	2000511
		OCC CODE:	2A01

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Travel Operations Officer, Travel Group, the incumbent will perform responsible administrative duties in support of the Organization’s travel, shipping and insurance programmes; reporting anomalies and discrepancies to supervisor, when applicable. In particular, will:

- analyse financial documents to verify propriety and accuracy for substantive correctness and system acceptability, adjust and reconcile accounts; review computer-produced tabulations for correctness of input; detect errors and adjust/correct as necessary;
- analyse and investigate technical problems, rejections and queries relating to recoveries, payments, rates etc. to verify correctness and alignment of records including adjustments and settlements of outstanding items in corporate systems;
- conduct analysis work for accounts reconciliation (personal, project, clearing, budget maintenance module, etc.);
- investigate and analyse complex cases and draft replies with documented evidence of background transactions;
- review and approve expenditure documents ensuring conformity with FAO regulations and procedures; request journal vouchers for adjustments;
- participate in the design and implementation of automated accounting and financial management systems; recommend operational procedures and methodologies to accomplish the work;
- provide guidance and advice on travel rules and procedures to SSC/Divisions/Field Office staff;
- supervise junior level General Service staff assigned to the Travel Unit, providing training where necessary;
- review and reconcile monthly recovery reports for submission to Accounts Receivable, taking corrective action where necessary and validating items for recovery;
- assist Accounts Payable on clearances of consultants’ honoraria payments, providing details performing necessary accounting adjustments;
- 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, including or supplemented by commercial and accounting courses (work experience in the accounting or financial field which would result in equivalent competency may be substituted for specialised courses).

Experience: Five years of experience in accounting work including experience in international travel operations.

Language: Working knowledge (level C) of English.

Other: Extensive knowledge of computerised accounting systems. Experience/familiarity with the accounts of airlines and/or travel agents. Ability to interpret and apply the Organization’s rules to transaction processing. Ability to draft and review correspondence and documentation, ensuring accuracy and consistency with organizational formats and rules. Initiative in selecting and communicating efficient and effective means to organise the work flow within the office and to complete work assignments. Ability to interpret and adapt instructions. Ability to carry out and manage a high number of diverse activities and complex assignments. Ability to give advice, guidance, appropriate instructions and productive feedback to a team of other GS staff. Computer literacy and ability to use word processing and other office technology equipment effectively. Initiative, judgement, courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

QUALIFICATIONS – DESIRABLE

Limited knowledge (level B) of French, Spanish or Arabic.

REMUNERATION

Level G-6 carries a net salary per year from 4,630,000 Forints to 6,220,000 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.

<p>Please send your application by email, quoting</p> <p style="text-align: center;">VA no. SSC – 24/10</p>	<p>E-mail: SSC-Vacancies@fao.org</p> <p>FAO of the UN Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 13011732</p>
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