



POSITION TITLE:	Accounting Clerk	GRADE:	G-5
LOCATION:	Budapest, Hungary	DURATION:	Fixed Term
ORGANIZATIONAL UNIT:	Support Group, Shared Services Centre	POST NUMBER:	2001732
		OCC CODE:	2A01

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);
- provide advice to staff on transactions for compliance with the FAO rules and procedures;
- assist users in operating FAO Budget Maintenance Module (BMM) and Data Warehouse (DW), review financial commitments and expenditures to check their accuracy in terms of account distribution and classification;
- monitor transactions related to non-staff personnel to ensure data quality, reconcile entries, communicate and request adjustments as appropriate and perform follow-up;
- identify where users encounter problems in processing transactions, identify data discrepancies in the system, propose adjustments as appropriate, formulate system change requests and draft problem reports, prepare software test plans and test system changes;
- process back-charges in financial systems for FAO service providers;
- effect General Ledger journal processing in the system on the basis of instructions received from budget holders and in compliance with FAO rules and procedures;
- 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 related fields including computer systems
- Experience:**
- Four years of administrative experience in accounting and budget work including knowledge of ERP systems
- Language:**
- Working knowledge (level C) of English
- Other:**
- Knowledge of financial regulations and rules of international or large organizations
 - Knowledge of desktop software and corporate systems
 - Ability to handle data and to analyze trends;
 - Ability to organize and delegate work, establish and communicate priorities and to meet and monitor deadlines;
 - Judgment, personal initiative, tact and discretion
 - Attention to details and ability to maintain accurate records
 - Ability to work systematically and to structure and present information in appropriate format;
 - Ability to collaboratively work as a member of a team handling confidential material with discretion

QUALIFICATIONS – DESIRABLE

- Limited knowledge (level B) of French

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.

REMUNERATION

Level G-5 carries a net salary per year from 3,904,000 Forints to 5,254,000 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>VA n. SSC – 23/10</p>	<p>E-mail: SSC-Vacancies@fao.org</p> <p>FAO of the UN Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest</p> <p>Fax No: 0036 1 3011732</p>
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PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.