



<b>POSITION TITLE:</b>	<b>Vendor Bank Clerk</b>	<b>GRADE:</b>	<b>G-5</b>
<b>LOCATION:</b>	<b>Budapest, Hungary</b>	<b>DURATION:</b>	<b>Fixed Term: 1 year (renewable)</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Finance Group, Shared Services Centre</b>	<b>POST NUMBER:</b>	
		<b>OCC CODE:</b>	

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Finance Officer, P2, SSC/Budapest, the incumbent will assist in the transaction processing and updates of the Oracle vendor maintenance file. In particular, will:

- monitor the AP-Vendor mailbox, allocating incoming requests to the appropriate team members; including the prioritization of "Priority tasks", in accordance with the SLA;
- enter in an accurate and efficient manner bank account information for FAO vendors into Oracle Financials Systems; assist in the identification of bank charges;
- coordinate with the appropriate parties, vendors, banks and FAO departments to obtain the necessary information to update the vendor's bank details in Oracle;
- verify the validity of the vendor's IBAN prior to inserting it into the Oracle database;
- validate non-staff banking instructions in accordance with AP procedures and insert them in HSBCnet for Treasury's approval;
- Create new 5-digit vendors to support CSHS requests (*beneficiaries of deceased staff members, and for GLADI Rebates*);
- research suspended, returned, or rejected payment banking details and make the necessary repairs;
- keep statistics on daily work in VendStat that is performed which is to be summarized on a monthly summary;
- use Thomson Global Banking Database, SWIFT BIC Enquiry and other banking web pages to verify FAO vendor bank details,
- respond to enquiries by e-mail and telephone regarding the processing of transactions;
- report to the Supervisor any irregularities, discrepancies or updating problems; reply to more complicated queries;
- ensure consistency and quality of work by coordinating and overseeing the daily work of more junior Clerks,
- prepare and close the monthly payroll cycle as it relates to the holding of staff member salaries and reporting such "held payment" requests to the PBU in accordance with the FAO Administrative Calendar;
- assist with testing of system changes and upgrades as required;
- serve as focal point within the AP Vendor Bank Update team;
- ensure that FAO's policies and procedures and policies are correctly applied within the unit.
- perform other related 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 specialised courses in finance, banking, accounting or computer systems.

**Experience:** Four years of administrative office work experience preferably in banking, accounting and/or transaction processing of vendor bank records.

**Language:** Working knowledge (level C) of English.

**Other:** Familiarity with financial regulations and rules of international or large organizations. Judgment, personal initiative, tact and discretion. Attention to detail and ability to maintain accurate records. Ability to draft routine correspondence and to write and spell correctly. Ability to organise own work and that of the team, set priorities, meet deadlines and maintain the SLA. Ability to cope with an increased volume of work during peak periods of a limited duration. Ability to collaboratively work as a member of a team. Computer literacy and ability to effectively use databases, spreadsheets, email and other office technology software. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds. Knowledge of international payments. Ability to perform research using internet and other research tools.

**QUALIFICATIONS – DESIRABLE**

Limited knowledge (level B) of French, Spanish or Italian.  
Experience in working with an ERP system

**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><b>VA n. SSC – 17/10</b></p>	<p><b>E-mail:</b> <a href="mailto:SSC-Vacancies@fao.org">SSC-Vacancies@fao.org</a></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.**