



Food and Agriculture Organization of the United Nations  
**GENERAL SERVICE VACANCY ANNOUNCEMENT NO: SSC 16/10**

Issued on: **8 October 2010**  
Deadline for Application: **22 October 2010**

POSITION TITLE:	<b>Invoice Processing Clerk</b>	GRADE:	<b>G-3</b>
LOCATION:	<b>Budapest, Hungary</b>	DURATION:	<b>Fixed Term: 1 year (renewable)</b>
ORGANIZATIONAL UNIT:	<b>AP-Invoices &amp; Staff Receivables Group</b>	POST NUMBER:	
	<b>Shared Services Centre</b>	OCC CODE:	

#### DUTIES AND RESPONSIBILITIES

Under the general supervision of a Finance Officer, SSC/Budapest and the direct supervision of a more senior General Service staff the incumbent will process invoices in Oracle Accounts Payable. In particular, will:

- process payment request forms (prfs), including supplier invoices, electronic prfs for consultants and uncommitted invoices (translators, interpreters), matching to purchase orders or distributing directly to accounts provided by the budget holder, ensuring the prfs are prepared in accordance with FAO Rules and Regulations;
- review banking instructions to ensure there is sufficient information to allow straight through processing of payments;
- check that Purchase Orders (POs) have sufficient available funds to recover any outstanding advances to consultants;
- check accuracy of calculations, budget codes and compliance with procedures;
- respond to enquires by e-mail and telephone regarding invoice processing and related payments;
- report to the Supervisor any irregularities, discrepancies from existing regulations regarding unauthorised expenditure or inadequate documentation justifying basis of payment;
- consult with Divisions and Travel Group as required in order to obtain information necessary for the processing of the invoices;
- review on a weekly basis the unapproved invoices report to verify that invoices inserted have been validated and to follow-up on invoices put on hold to ensure that they are paid promptly;
- assist in preparing journal vouchers as necessary;
- provide assistance for testing of system changes and upgrades as required;
- 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 specialised courses in finance, accounting or computer systems.

**Experience:** Two years of administrative experience in accounting or general office work.

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

**Other:** 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 handle confidential material with discretion. Ability to collaboratively work as a member of a team. Ability to organize own work, set priorities and meet deadlines. Ability to cope with an increased volume of work during peak periods of a limited duration. Computer literacy and ability to effectively use 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.

#### QUALIFICATIONS – DESIRABLE

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

Experience in working with an ERP system

#### REMUNERATION

**Level G-3 carries a net salary per year** from 2,951,000 Forints to 3,971,000. 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 send your application by email, quoting

**VA n. SSC – 16/10**

**E-mail:** [SSC-Vacancies@fao.org](mailto:SSC-Vacancies@fao.org)

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