



Issued on: **28 September 2010**

Deadline For Application: **15 October 2010**

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<b>POSITION TITLE:</b>	<b>Accounting Assistant</b>	<b>GRADE:</b>	<b>G-6</b>
<b>LOCATION:</b>	<b>Budapest, Hungary</b>	<b>DURATION:</b>	<b>Fixed-term: 1 year (renewable)</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>AP-Invoices &amp; Staff Receivables Group, Shared Services Centre</b>	<b>POST NUMBER:</b>	
		<b>OCC CODE:</b>	

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**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of Finance Officer, SSC/Budapest, the incumbent will assist in the processing of requests in Oracle Accounts Payable and will support the divisions, suppliers and staff members with information and guidance and assist SSC Invoice Processing and Staff Receivable Group with complex issues. In particular, will:

- assist Finance Officer in validating different types of invoices and requests which involves verifying that accurate data was inputted into Oracle financial systems in compliance with FAO rules and regulations; check accuracy of calculations, budget codes and compliance with procedures;
- review complex cases making recommendation for action, provide clarification and explain a wide variety of rules and administrative provisions to staff at all levels within the Organization;
- analyze financial documents to verify propriety and accuracy for substantive correctness and system acceptability; detect errors and provide necessary adjustments;
- reconcile UN accounts, UN New York and UN Geneva; review supporting documents relates to the account statement; ensuring conformity with regulations and procedures of the organization, prepare UN invoices; raise credit memos and journal vouchers;
- draft correspondence for Finance Officer to respond to enquiries from budget holders; field offices, headquarters;
- report to the Supervisor any irregularities, discrepancies from existing regulations regarding unauthorised expenditure or inadequate documentation justifying basis of payment;
- supervise the process of payment requests for advances against Terminal Emolument and Separation Payment Scheme (GS staff only) entitlement; ensuring they have been prepared in accordance with FAO Rules and Regulations;
- review on a monthly basis the unreleased terminal emolument payments and liaise with Human Resources to ensure all clearances have been received for final release of terminal emoluments;
- release of withheld Terminal Emolument payments generated with the monthly payroll; withheld salary payments generated with the monthly payroll and process repayment of returned salaries;
- process payroll rejection and review banking instructions to ensure there is sufficient information to allow straight through processing of re-transfer returned funds; raise journal vouchers as necessary
- provide assistance for testing of system changes and upgrades as required;
- in absence of Finance Officer, validating different type of invoices and requests in accordance with the delegation of authority given to the Finance Officer and supervise the day to day activities of AP Invoices & Staff Receivables unit; report to the Officer in Charge any irregularities, discrepancy from existing regulations regarding unauthorised expenditure or inadequate documentation justifying basis of payment;
- 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:** Five years of progressively responsible administrative experience in accounting or general office work.

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

**Other:** Familiarity with financial regulations and rules of international or large organizations. Ability to organize and delegate work, establish and communicate priorities and to meet and monitor deadlines. Ability to collaboratively work as a member of a team and give advice and guidance to a team of other GS staff. Ability to cope with an increased volume of work during peak periods of a limited duration. Attention to detail and ability to maintain accurate records. Ability to draft routine correspondence and reports in accordance with organizational formats and rules. Ability to carry out and manage a high number of diverse activities and complex assignments. Initiative in selecting and communicating efficient and effective means to organize the work flow within the office and to complete work assignments. Ability to interpret and adapt instructions. Computer literacy and ability to effectively use spreadsheets, email and other office technology software. 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 Italian.

Experience in working with an ERP system

## 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.

Please send your application by email, quoting  <b>VA no. SSC – 15/10</b>	<b>E-mail:</b> <a href="mailto:SSC-Vacancies@fao.org">SSC-Vacancies@fao.org</a> FAO of the UN Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 13011732
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**PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.**