



Food and Agriculture Organization of the United Nations

GENERAL SERVICE VACANCY ANNOUNCEMENT No: SSC – 14/10

Issued on: **28 September 2010**

Deadline For Application: **15 October 2010**

POSITION TITLE:	Accounting Clerk	GRADE:	G-5
LOCATION:	Budapest, Hungary	DURATION:	Fixed-term: 1 year (renewable)
ORGANIZATIONAL UNIT:	AP Invoices & Staff Receivables Group, Shared Services Centre	POST NUMBER:	
		OCC CODE:	

DUTIES AND RESPONSIBILITIES

Under the direct supervision of Finance Officer, SSC/Budapest, the incumbent will assist in the processing of invoices in Oracle Accounts Payable. In particular, will:

- assist Finance Officer in validating different types of invoices which involves verifying that accurate data was inputted into Oracle financial systems in compliance with FAO rules and regulations;
- reconcile supplier statements and make summary analysis; follow-up on discrepancies;
- assist in the overall follow-up of unapproved invoices by reviewing on a weekly basis the transaction listing report;
- provide advice and guidance to other staff involved in recording invoices;
- assist Finance Officer in the maintenance of the Accounts Payable sub-ledger and clearing accounts by researching background of invoice/payment and correcting errors when necessary;
- propose and communicate adjustments as appropriate to ensure that corrective action is taken on a timely basis
- raise journal vouchers as necessary;
- draft correspondence for Finance Officer to respond to enquiries from budget holders; field offices, headquarters;
- 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;
- 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: Four 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 organise 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. 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-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 no. SSC – 14/10</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 13011732</p>
--	--

PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.