



Food and Agriculture Organization of the United Nations

**PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3300**

Issued on: **29 March 2016**

Deadline For Application: **19 April 2016**

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POSITION TITLE:	Finance Officer	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Shared Service Centre, SSC	DUTY STATION:	Budapest, Hungary
		DURATION*:	Fixed-term: 2 years
		POST NUMBER:	2001137
		CCOG CODE:	1A01

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\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

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### Organizational Setting

The Shared Services Centre (SSC) recommends and administers process management and procedures that need to be executed effectively; ensure the management of quality assurance activities associated with the transactional processes and implementation of service delivery; continuously improve the satisfaction of its customers, internal or external, while pursuing a continuous improvement agenda that will drive up service excellence while driving down the costs of service delivery through process standardization, process automation and self-service capabilities.

The post is located in the Shared Services Centre (SSC) in Budapest, Hungary

### Reporting Lines

The Finance Officer reports to the Chief, SSC

### Technical Focus

Management of quality assurance activities and service delivery of transaction processes and financial services performed by the SSC.

### Key Results

The planning, analysis and delivery of financial services in accordance with internal policies, UN financial guidelines and International Public Sector Accounting Standards (IPSAS)

### Key Functions

- Leads and/or participates on teams, participates and provides financial expertise on Organization-wide committees or working groups, and/or supervises staff;
- Supervises, oversees and/or contributes to the delivery of financial reporting, general accounting, project accounting, and/or investment activities/services in accordance with FAO policies and regulatory framework;
- Develops and updates the supporting operational, policy, accounting, control and/or risk management frameworks, involving the implementation of the latest approaches and methodologies, streamlined business processes, new/revised financial policies, and related tools, systems, technologies and related procedures;
- Analyzes financial information for inclusion in statutory reports, management reports, financial statements, and/or reports to donors as well as other specific reports for Governing Bodies, donors and other partners;
- Responds to requests for assistance and provides financial and regulatory advice and assistance to managers at HQ and the Decentralized Offices etc.;
- Develops effective working relationships and resolves problems with banks, other financial institutions, donors, partners, and UN financial executives as well as provides information/clarification to auditors;
- Promotes best practices and capacity development at HQ and the Decentralized Offices, leads and/or participates in training and the development of related training materials.

### Specific Functions

- Reviews advanced processing as well as financial transactional issues and client inquiries; assesses QA reviews for process area and monitors process controls;
  - Monitors individual level and team level performance against KPIs and address any issues to ensure service level standards are met;
  - Identifies and escalates process and technology improvement opportunities;
  - Reviews SEPA transactions to allow FAO to lower its operating costs and support the worldwide EFT initiative to implement new country EFT implementations;
  - Assesses the quality and integrity of financial information.
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in accounting, finance, business administration or a related field. Candidates holding a first level university degree plus a recognized accounting qualification (CA/CPA) may also be considered if possessing two additional years of relevant work experience.
- Seven years of relevant experience in finance, accounting and/or business analysis]
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian. ]

### Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Extent and relevance of experience in finance, business analysis, banking and/or accounting as well as payment processing and supplier banking records masterfile maintenance
- Extent and relevance of experience in QA/Supplier Records Maintenance Management functions
- Extent and relevance of experience in analysing financial reports within the corporate ERP systems (i.e. Oracle).
- Extent and relevance of experience in a shared services or business support centre is highly desirable
- Work experience in more than one location or area of work, particularly in field positions is desirable

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.*

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### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

### HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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