

## FINANCE OFFICER (P.2) FINANCIAL SERVICES, ADMINISTRATIVE DIVISION

Circular Letter No.4172

<p><b>Vacancy announcement:</b> V.N. 19-18  <b>Admin Number:</b> ADMIN/19/79  <b>Post Number:</b> 50003016  <b>Contract information:</b> Fixed term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p>	<p><b>Date of issue:</b> 5 November 2019  <b>Deadline for applications:</b> 3 December 2019  <b>Salary information:</b> US\$ 47,322 net per annum, plus post adjustment (currently US\$ 25,223). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please <a href="#">click here</a>.</p>
<p><b>Purpose of the post</b>  Under the immediate supervision of the Senior Finance Officer and overall supervision of the Head, Financial Services, the incumbent is responsible for: the year-end closure process and preparation of the Organization's year-end financial statements, donor reports and other periodic financial reports; the review and monitoring of the periodic accounts analysis and reporting process; and assist in the development or enhancement of policy, business processes and systems.</p> <p>For a detailed job description, please refer to <b>page 2</b>.</p>	<p><b>Required competencies</b></p> <ul style="list-style-type: none"> <li>(a) Ability to work independently with high degree of initiative and judgement.</li> <li>(b) Ability to multitask and to work under pressure, whilst maintaining accuracy and conscientious in meeting commitments, observing deadlines and achieving results.</li> <li>(c) Excellent planning, organizational, analytical and communication skills.</li> <li>(d) Ability to build and maintain effective working relationships with a team and with internal and external stakeholders.</li> </ul>
<p><b>Professional Experience</b>  At least five years' of progressive and relevant professional experience in finance, accounting and financial reporting in the UN system or other international organization. Experience in supervising a team is desirable and experience in using SAP financial system or other ERP financial system is highly advantageous.</p> <p><b>Education</b>  University degree in business, finance, accounting or other related fields. Qualifications or certifications in accounting such as CPA, ACCA or CIMA would be desirable and an advantage.</p> <p><b>Language skills</b>  Excellent proficiency in English, knowledge of other official languages of the UN will be an asset.</p> <p><b>Other skills</b>  Knowledge of accounting principles, standards and procedures, and ability to apply conceptual analytical and evaluative skills in accounting operations. Advance proficiency in MS Office applications, particularly Word and Excel.</p>	
<p><b>How to apply.</b>  Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date <a href="#">Personal History Form</a> (also available from our website <a href="http://www.imo.org">www.imo.org</a>) and should be sent to the following email address: <a href="mailto:recruitment@imo.org">recruitment@imo.org</a>.</p> <p style="text-align: center;"><b>Only</b> applications submitted <b>via email</b> will be accepted.  Please state Vacancy Number <b>V.N 19-18</b> as well as the title of the post in the subject line.  Please do <b>not</b> send applications via multiple routes.  Your application will be acknowledged <b>only</b> in the case that you are shortlisted for an interview.</p>	

*This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.*

*IMO will make every effort to facilitate the employment of persons with disabilities.*

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## MAIN DUTIES AND RESPONSIBILITIES

1. Prepare the draft of the mid-year financial highlights report and other periodic financial reports (analysis of financial position and financial performance), and responsible for providing FS inputs to the AD's monthly financial flash reports, based on the supporting working papers and established format and deadline.
2. Ensure the effective and timely delivery of the periodic closure procedures and financial review, analysis and reporting process based on the established plan of work timetable.
3. Review the accuracy and completeness of financial analysis and reconciliation working papers (cash in bank, fixed assets, PUS inventory, employees benefits, inter-fund, FI/CO, support cost, revaluation, inter-entity, service in kind), including adjusting entries and corrective action for issues identified during the periodic closure procedures carried out by the team members.
4. Develop the draft of the plan for the year-end financial closure process, indicating the procedures to be undertaken, area of responsibility, staff responsible and accountable, and deadline dates, taking into account external constraints, audit requirements and internal staff resources.
5. Monitor regularly the progress and implementation of the approved plan for the year-end financial closure process to ensure that the procedures are carried out timely, completely and accurately.
6. Provide guidance or briefing when necessary to staff involved in the year-end closure process, including but not limited to budget holders, requisitioners, procurement teams and those responsible for fixed assets/inventories, and to FS staff on IPSAS matters.
7. Review the working papers prepared during the year-end closure process, including but not limited to working adjusting entries, working account analysis and schedule, working trial balance, working statements, and working notes to the accounts.
8. Prepare the draft of the year-end financial report and financial statements based on the working papers and other documents with due regard for accuracy, completeness, consistency and compliance with IPSAS.
9. Coordinate with the External Audits on the logistics and schedule of the on-site year-end audit engagement at Headquarters.
10. Prepare draft response to External Auditors audit queries and audit observations after investigating the issues raised and identifying the cause of the condition, as well as the corrective action, and contribute to the response to External Auditors Management Letter and Report.
11. Prepare the draft of Assembly and Council documents on financial report and audited financial statements, and status of Member States contributions to the General Fund and Working Capital Fund; and other periodic financial reports as required.

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12. Review the annual calculation and allocation of total assessment into three elements (Minimum, Basic and Tonnage) and to individual Member States, as well as the biennial allocation of interest under the Contribution Incentive Scheme.
  13. Review new donor agreement and provide inputs by preparing draft comments on financial reporting requirements (including formats and deadlines), analysis of financial figures, payment terms and mechanisms; and termination and financial closure arrangements.
  14. Review and finalize the analysis and recommendation for the appropriate accounting treatment for each donor agreement.
  15. Review the year-end and periodic donor and project financial reports for accuracy, completeness and consistency with the figures reported in the SAP system, and ensure that these are submitted on time and prepared in the format and content as per the agreement.
  16. Contribute to the enhancement of existing policies, processes, internal controls and procedures by recommending any changes that will promote more clarity, efficiency, transparency and accountability, and strengthen the internal controls and procedures.
  17. Recommend or propose changes in accounting policy arising as a result of new or amended IPSAS Standards, audit recommendations or internal developments for technical accuracy, impact on processes and procedures and level of controls required, and ensuring that necessary policy, procedure and reporting changes are implemented effectively within the necessary timeframe;
  18. Review and finalize the draft of other external and internal analysis and reports for accuracy, completeness and accuracy, including but not limited to CEB financial data reporting and UNDP reconciliation and reports for project accounts.
  19. Assist in the treasury function by acting as signatory and responsible approver for payments made from any of the Organization's bank accounts by checking supporting documentation relating to all payments before approval, whether online through the banking system using appropriate security technology or manually through signing cheques or requests for bank drafts.
  20. Performing other related duties as required, including providing assistance in the payroll function and cover during the absence of colleagues in the FS team.
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