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FAO Representation - Pakistan

**INTERNAL VACANCY ANNOUNCEMENT No. VA # 0**

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Type of Contract:</b>	National Project Personnel
<b>Duration:</b>	7 Months with possibility of extension based on satisfactory performance
<b>Duty station:</b>	Islamabad
<b>Issuing date:</b>	07 December, 2010
<b>Closing date:</b>	10 December, 2010

**Duties and Responsibilities:**

Under the overall supervision of the FAO Representative and the direct supervision of the International Administrative Officer, the incumbent will be responsible for the following duties: The incumbent works with adequate leeway for independent action and gives guidance to clerical and/ or junior administrative support staff. The incumbent will be specifically responsible to:

- Assist the International Admin and Finance in monitoring project budgets of all TCE-operated ERCU projects in Pakistan;
- Assist the International Admin and Finance in reviewing requests for funds of the ERCU project managers, comparing them with the allocation of funds in project budgets and prepare requests for issuance of Field Budget Authorizations (FBAs) to the Operations Officers of TCEO;
- Maintain records of all project FBAs received and expenditures incurred at project level against them;
- Maintain commitments and actual project expenditures in the Financial follow-up sheets including Letters of Agreements (LoAs), contracts for works and services, procurement of goods and recruitment of national personnel,
- Closely monitor ORACLE financial records including Project Status Reports and Transaction Listing and reconcile field records with the official expenditures records;
- Assist the International Admin and Finance in requesting TCEO for project budget revisions and reconcile them with those received from Headquarters (HQ);
- Provide Weekly Financial Status Reports on all emergency projects to the Emergency Coordinator;
- Control monthly Imprest Account Returns, ensuring that the expenditures are justified in accordance with the relevant provisions of financial authorization, and ensure that all necessary forms are duly completed before submission to the International Administrative Officer;
- Supervise the control and follow up of the contracts of national personnel including regular job performance assessments;
- Authorize the monthly staff payrolls, allowances, travel claims and other payments to national personnel, experts and consultants, vendors and other claimants;
- Supervise the maintenance of filing system of the concerned projects, in relation to Administration ensuring that they are organized in an updated and organized manner,

also supervise the preparation of the monthly attendance report for ERCU national personnel;

- Prepare correspondence, special reports, evaluations and justifications as required on general Financial matters;
- Ensure financial planning and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Provide close supervision to the duties of the field staff entrusted with Admin/Finance tasks at FAO field project in the country.
- Verify availability of funds under all programmes; ensure that operational expenditures are in accordance with approved budgets and that all committing documents are complete and consistent.
- Prepare recurring reports on programme, project- and office accounts, report variations from budgets; prepare special reports for budget preparation, audits, and other reasons, submitted to Project Management, the FAO Representative, Regional Representatives, and FAO Headquarters.
- Ensure the proper operational and financial closures of FAO Pakistan projects for which the budget holder is FAOR.
- Advise and assist international staff, experts and consultants on all respects of allowances, salary advances, travel claims, and other financial matters, calculates and authorizes payments due for claims and services.
- Ensure the budgetary aspect of the recruitment and training of general service staff for specialized and non-specialized.
- Coordinate and act as focal point of ERCU unit for the audit missions of FAO Pakistan.
- Act as Certifying Officer in the absence of the International Administrative Officer.

### **Qualifications and Experience:**

**Knowledge and Skills:** University Degree in business administration, public administration, finance, economics or related field. Strong Interpersonal skills including ability to establish and maintain effective working relationships. Ability to organize, supervise the work of staff. Strong ability to work under pressure and against tight deadlines. Strong drafting and interpersonal skills, honesty, orientation on achievements Good working knowledge of English as well as local languages.

**Experience:** Five Years of relevant experience in field of accounts, finance, and budgetary matters. Familiarity with FAO / UN administrative field programme procedures and rules is desirable.

**IT Skills:** Ability to effectively use standard office software's, such as MS Office (Windows, Word, Outlook, Excel, Power point, etc. Knowledge of FAO Corporate systems and data bases, such as Field Programme Management Information System (FPMIS) , Country Office Information System (COIN) will be an added advantage.

### **Applications to be submitted to:**

**Ms. Faiza Younas**

**HR Assistant-ERCU Program**

**House # 3 Street 58, Sector F-7/4, Islamabad. OR**

**Through email: [Faiza.Younas@fao.org](mailto:Faiza.Younas@fao.org)**