



Issued on: **3 May 2011**

Deadline For Application: **31 May 2011**

POSITION TITLE:	Accountant	GRADE LEVEL:	P-2
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Commissary and Catering, CSAC	DURATION *:	Fixed-Term: Two Years **
	Administrative Services Division, CSA	POST CODE/N°:	N- 2002299
	Corporate Services, Human Resources and Finance Department, CS	CCOG CODE:	1A01

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Commissary Manager, the incumbent will be responsible for the management of the Commissary financial and accounting systems, transactions and control programmes and for the coordination of the operations of the assigned staff. In particular the incumbent will:

- maintain the Commissary's financial and accounting systems and manage the financial transactions;
- prepare yearly statements of profit and loss accounts, trading accounts, balance sheets and budgetary forecasts; maintain the year-end accounts;
- check the quality and accuracy of Commissary accounts and reports;
- prepare the monthly trial balance and financial reports and the annual budgets;
- analyze and review the procurement, sales and operational financial data for periodic and *ad hoc* reports on expenditures trend;
- develop business reports indicating budget variations and year-end forecasts based on different scenarios;
- monitor and maintain the Commissary's financial performance; prepare financial analysis; propose changes to improve increased effectiveness and efficiency; maintain control of budgetary and financial data;
- contribute to the design and implementation of automated accounting management systems;
- participate in testing and implementing new systems and procedures;
- control correctness of various cash reconciliations;
- ensure that staff is properly trained in the use of software of computer systems and applicable financial rules and regulations;
- perform other related duties as required.

**** APPOINTMENT TO THIS POST IS FOR TWO YEARS WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Business Administration, Finance or related field and/or certification from a recognized specialized professional institute in accounting (CA or CPA equivalent)
- Three years of relevant experience in accounting or auditing
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese and Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in accounting and managing accounting functions including experience in the preparation and analysis of financial statements
- Client focus orientated and commitments to results
- Knowledge of automated financial systems and reporting tools
- Good oral and written communication skills
- Relevance and quality of work experience in the commercial area/activity
- Experience with International Public Sector Accounting Standards (IPSAS) would be an asset
- Advanced degree in a relevant area would be an asset

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: **V.A 2541-CSA**
 Commissary Manager, CSACD
 FAO Viale delle Terme di Caracalla 00153 Rome ITALY
 Fax No: +39 06 57053658
 E-mail: VA-2541-CSA@fao.org

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