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**TOTAL**

159

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101

Signatories/applicants for membership

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Job Description

Department	:	Division of Administration and Management Services
Category	:	P3
Job Title	:	Finance Officer, P-3
Job Detail	:	Vacancy Announcement No: HR/VA/2012/O/3385 Indicative Net Annual Salary: USD 56,091 to 64,143 (without dependents) USD 60,091 to 68,845 (with dependents) plus post adjustment, provident fund and other benefits Duration of Temporary Appointment: Eleven months Duty Station: Abu Dhabi, United Arab Emirates Expected Date for Entry on Duty: As soon as possible

IRENA is an inter-governmental organization, mandated by Governments worldwide to promote the widespread and increased adoption and sustainable use of all forms of renewable energy. In order to do so, IRENA will facilitate access to all relevant renewable energy. It facilitates and analyses the sharing of best practices and lessons learned regarding policy frameworks, capacity-building activities, available financial mechanisms and relevant technologies on renewable energy.

The Division of Administration and Management Services (AMS) is responsible for providing the Secretariat with an efficient support in managing its human and financial resource and ensures effective and timely delivery of information technology, procurement and logistical services.

Under the supervision of the Chief Finance Officer (CFO), the Finance Officer will:

Analyse accounts, review and evaluate regular financial reports including those from offices away from Headquarters. Identify problem transactions and irregularities in related accounts, resolving them in a timely and effective manner;

Approve and confirm proposed obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Procedures of IRENA and corresponding approved budgets;

Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;

Assist, prepare or consolidate financial data for inclusion in the Financial Statements to be audited. Respond to audit observations;

Provide advice and guidance concerning the Financial Regulations and Procedures and Accounting Instructions;

Provide authoritative interpretation of requirements for handling transactions;

Coordinate and supervise the processing of payroll, government and vendor claims, travel, and billing of government (bid) accounts;

Monitor, analyse, and approve transactions for entry into the accounting system;

Keep abreast and provide guidance on enterprise resource planning (ERP) system procedures;

Define requirements and work with organisational units with respect to production of relevant financial reports;

Participate in the development of accounting policies;

Provide information needed to respond to audit findings;

Perform other related duties as required.

Competencies

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Professionalism: Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Show pride in work and in achievements; demonstrates professional competence and mastery of subject matter; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be motivated by professional rather than personal concerns; show persistence when faced with difficult problems or challenges; remain calm in stressful situations. Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speak and write clearly and effectively; listen to others, correctly interpret messages from others and responds appropriately; ask questions to clarify, and exhibit interest in having two-way communication; tailor language, tone, style and format to match audience; demonstrate openness in sharing information and keeping people informed.

Teamwork: Work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; be willing to learn from others; place team agenda before personal agenda; support and act in accordance with final group decision, even when such decisions may not entirely reflect own position; share credit for team accomplishments and accept joint responsibility for team shortcomings.

Accountability: Take ownership of all responsibilities and honours commitments; deliver outputs for which one has responsibility within prescribed time, cost and quality standards; operate in compliance with organizational regulations and rules; support subordinate, provide oversight and take responsibility for delegated assignments; take personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Consider all those to whom services are provided to be "clients" and seek to see things from clients' point of view; establish and maintains productive partnerships with clients by gaining their trust and respect; identify clients' needs and match them to appropriate solutions; monitor ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keep clients informed of progress or setbacks in projects; meet timeline for delivery of products or services to client.

Qualifications

Education: Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable.

Experience: A minimum of five years of progressively responsible professional experience in accounting, finance, budget, administration. Knowledge of IPSAS and/or IFRS and experience in the production of statutory accounts under these standards is desirable. Experience in the production of accounts using an ERP system, preferably QuickBooks and/or Microsoft AX Dynamics.

Language: Excellent command of written and spoken English is required. Knowledge of another language is an advantage.

Qualified candidates must apply for the above mentioned vacancy on-line by submitting a complete and comprehensive CV and a letter of interest, including details of two professional references who will be contacted if their application is shortlisted.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the final outcome of the selection process.

Posted Date : 20/09/2012

Expiry Date : 04/10/2012

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