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ASSOCIATE FINANCE AND BUDGET OFFICER

Post Number : 1ITSC 0886TP

Grade : P-2

Parent Sector : Natural Sciences Sector (SC)

Duty Station: Trieste

Job Family: Finances

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 12-SEP-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the supervision of the Senior Finance and Administrative Officer, the Associate Finance and Budget Officer shall act as a focal point on providing guidance and advice on ICTP's accounting and budget processes. The incumbent will ensure that all ICTP specific processes in the area of budget and

finance are supporting the business needs of ICTP, are properly implemented and are aligned with UNESCO's rules and regulations and with International Public Sector Accounting Standards (IPSAS). The incumbent will overview the implementation of the ICTP processes in the IT systems (UNESCO systems and ICTP legacy systems) and ensure that the ICTP processes are properly supported. The incumbent will also supervise the Budget and Control Unit. On matters of financial internal control, he/she receives a delegated authority from the UNESCO's Chief Finance Officer as certifying officer.

Essential responsibilities will include:

- Document and manage all ICTP processes in the area of Finance and Budgeting and verify the proper IT implementation and support:
 - Ensure that all ICTP processes in the area of budget and finance are supporting the business needs of ICTP, are properly implemented, aligned with UNESCO's rules and regulations and with IPSAS, and are monitored.
 - Draft and update Standard Operating Procedures on ICTP budget and finance matters.
 - Verify the proper implementation and support of the processes by the various IT applications and its interfaces.
- Supervise the Budget and Control Unit and participate in the preparation of the Institute's yearly budget for activities and staff costs and follow up on budget implementation:
 - Consolidate budget proposals from Sections and activities and support the creation of the budget proposal.
 - Provide expert advise and guidance on the elaboration of the Institute's budgets.
 - Oversee the preparation of the initial staff cost estimates based on the historical data and the outlook.
 - Prepare various reports related to budget proposals and expenditure reports to be presented to the Supervisor and ICTP stakeholders.
 - Oversee the production of budget status reports on a regular basis for monitoring budget implementation and to support management decision making process.
 - Support the creation of budget codes based on annual Governing Board approved budget and the other extra budgetary funds after the approval from the Director, ICTP and allocate allotments.
 - Review and make appropriate recommendations on budget implementation and reallocation of funds when necessary.
 - Verify and implement requests for transfers of funds and for fund reservations.
 - Prepare and perform the Carry Forward activities at the beginning of the budget year.
- Provide general oversight to the 'Accounting Invoice Control and Travel Team' and perform the following activities:
 - Monitor the periodical closure activities and review the annual IPSAS compliant Financial Statement and accompanying notes.
 - Create the budget related Statements and reports.
 - Ensure that ICTP's financial resources and expenditures are fully and properly accounted for and that internal controls systems are adequate and functioning.
 - Collaborate with internal and external auditors on accounting and budget matters.
- Act as Certifying Officer ensuring that financial transactions are in compliance with UNESCO's regulations, rules, policies and procedures.
- Collaborate with the Procurement Unit on the presentation of high value acquisitions and disposals to the UNESCO Contracts Committee.
- Perform the financial accounting for fixed assets and oversee the asset control verification process.

COMPETENCIES (Core / Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of Finance, Business Administration, Accounting, Economics or a related discipline.

WORK EXPERIENCE

- A minimum of two years of relevant work experience in finance, accounting, budget or business administration.
- Experience with the Enterprise Resource Planning (ERP) and finance system such as Oracle or SAP.
- Experience with International Public Sector Accounting Standards (IPSAS).
- Ability to supervise staff and teams.

SKILLS/COMPETENCIES

- Excellent analytical skills.
- Experience with budget processes and accounting rules.
- Good communication skills, diplomacy and tact in dealing with people to be able to balance competing stakeholders demands and constraints.
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Excellent IT skills with proficiency in the use of MS Office (Word, Excel, PowerPoint, etc.).
- Demonstrated experience in ensuring compliance with rules & regulations and administrative processes.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international environment or within a United Nations agency.

LANGUAGES

- Excellent knowledge (spoken and written) of Italian.
- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 58 760 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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