



Issued on: **27 April 2010**

Deadline For Application: **12 May 2010**

POSITION TITLE:	Accounting Clerk	GRADE:	G-4
LOCATION:	Budapest, Hungary	DURATION:	Short-term: 7 months
ORGANIZATIONAL UNIT:	Support Group, Shared Services Centre	POST NUMBER:	One post
		OCC CODE:	2A01

DUTIES AND RESPONSIBILITIES

Under the direct supervision of Finance Officer, P2, SSC/Budapest, the incumbent will support the users with information, guidance and technical assistance and via corporate administrative systems process various types of transactions. In particular, will:

- assist divisional transaction initiators and approvers in processing contracts for services with a non-profit institutions (Letters of Agreement), review draft contracts to ensure compliance with FAO rules and procedures, enter financial obligations into the system and provide advisory services;
- answer queries on FAO corporate systems and procedures;
- initiate a variety of routine transactions in the computerized financial systems of the Organization (ORACLE, ATLAS);
- draft routine correspondence relating to the above;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- High-school education supported by training in accounting and/or related fields including computer systems
- Three years of administrative experience in accounting and budget work including knowledge of desktop and corporate computer systems
- Working knowledge (level C) of English and Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of administrative experience
- Knowledge of English and Spanish
- Familiarity with financial regulations and rules of international or large organizations
- Knowledge and experience as user of desktop software and corporate systems
- Judgment, personal initiative, tact and discretion
- Attention to details and ability to maintain accurate records
- Ability to draft, type, format and collate routine correspondence and to write and spell correctly
- Ability to organize own work, set priorities and meet deadlines
- Ability to collaboratively work as a member of a team handling confidential material with discretion
- Desirable limited knowledge (level B) of French

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.

REMUNERATION

Level G-4 carries a net salary per year of 3,399,000.00 Forints prior to deduction of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application by email, quoting <p style="text-align: center;">VA SSC – 07/10</p>	E-mail: SSC-Vacancies@fao.org UN FAO Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 13011732
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