



POSITION TITLE:	Invoice Processing Clerk	GRADE:	G-4
LOCATION:	Budapest, Hungary	DURATION:	Fixed-term: 3 years (renewable)
ORGANIZATIONAL UNIT:	AP-Invoices Group Shared Services Centre	POST NUMBER:	3 posts
		OCC CODE:	2A

DUTIES AND RESPONSIBILITIES

Under the direct supervision of a Finance Officer, SSC/Budapest, the incumbent will process invoices in Oracle Accounts Payable. In particular, will:

- process approved salary advance forms for all types of advances (except travel) to staff members for entitlement related payments, ensuring they have been prepared in accordance with FAO Rules and Regulations and ensuring consistency with previous related actions;
- process payment request forms (prfs), including supplier invoices, electronic prfs for consultants and uncommitted invoices (translators, interpreters), matching to purchase orders or distributing directly to accounts provided by the budget holder, and expense claims for entitlement related advances such as education grants, ensuring the prfs are prepared in accordance with FAO Rules and Regulations;
- review banking instructions to ensure there is sufficient information to allow straight through processing of payments;
- check accuracy of calculations specifically for education grants advances and claims, budget codes and compliance with procedures;
- liaise with Human Resources and other divisions to ensure all clearances have been received for final payments of terminal emoluments;
- convert requests for payments to staff members into the correct currency using the applicable exchange rate in accordance with the FAO rules and regulations;
- respond to enquiries by e-mail, telephone or in person regarding invoice processing and related payments;
- report to the Supervisor any irregularities, discrepancies from existing regulations on expenditure which are unauthorised and inadequate documentation justifying basis of payment. ;
- review on a weekly basis the unapproved invoices report to verify that invoices inserted have been validated and to follow-up on invoices put on hold to ensure that they are paid promptly;
- maintain logs of requests received and processed in order to enable the Finance Officer to monitor the workflow and backlog;
- raise journal vouchers to adjust code expenditure due to input errors;
- perform other duties as required.

QUALIFICATIONS – ESSENTIAL

Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications

Education: Secondary school education supported by specialised courses in finance, accounting or computer systems.

Experience: Three years of administrative experience in accounting and budget work.

Language: Working knowledge (level C) of English.

Other: Judgment, personal initiative, tact and discretion. Attention to detail and ability to maintain accurate records. Ability to draft routine correspondence and to write and spell correctly. Ability to handle confidential material with discretion. Ability to organise own work, set priorities and meet deadlines. Ability to collaboratively work as a member of a team. Computer literacy and ability to effectively use word processing and other office technology equipment. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

QUALIFICATIONS – DESIRABLE

REMUNERATION

Level G-4 carries a net salary per year from 3,302,000 Forints to 4,442,000 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 note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

Please send your application by email, quoting VA n. SSC – 01/10	E-mail: AFDSH-Vacancies@fao.org UN FAO Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 1 3011732
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