



Issued on: **5 January, 2010**

Deadline for Application: **29 January, 2010**

POSITION TITLE:	Vendor Bank Clerk	GRADE:	G-3
LOCATION:	Budapest, Hungary	DURATION:	Short-term: 11 months
ORGANIZATIONAL UNIT:	Shared Services Centre	POST NUMBER:	Unidentified
		OCC CODE:	2A06

DUTIES AND RESPONSIBILITIES

Under the direct supervision of Finance Officer, P2, SSC/Budapest, the incumbent will assist with the updating of databases used by the group. In particular, will:

- standardize and normalize MS Access mdb database and associated forms;
- improve interfaces used to download data from SWIFT that is integrated into dBase and MS Access databases;
- assist with the resolution of Oracle problem reports, testing and system change requests;
- assist with the maintenance of master banks and the elimination of duplicate banks in Oracle;
- write, design and amend reports in Crystal Reports, MS Access and any other MS applications (Excel, Powerpoint, Word);
- design and amend internal group intranet web pages;
- review monthly reports from the banks corporate bank relating to incomplete banking data that needs to be repaired in Oracle;
- back-stop the existing AP-Vendor Bank team members on an as-needed basis to:
 - perform research in Google, on bank web-sites and with proprietary bank research tools,
 - validate banking instructions prior to their insertion in Oracle,
 - create, amend, or insert banking instructions in Oracle in accordance with pre-established procedures,
- 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 computer science or in computer systems.

Experience: Two years of working with databases, report writers, and HTML

Language: Working knowledge (level C) of English.

Other: Ability to analyze problems and solve them. 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 organise own work, set priorities and meet deadlines. Ability to cope with an increased volume of work during peak periods of a limited duration. Ability to collaboratively work as a member of a team. Computer literacy and ability to effectively use spreadsheets, email and other office technology software. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds. Ability to perform research using internet and other research tools.

QUALIFICATIONS – DESIRABLE

Familiarity with working on databases with various software packages.
Ability to demonstrate the capability to write database queries, reports and forms.
Good understanding of HTML.
Experience in working with an ERP system.

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-3 carries a net salary per year 2,868,000 Forints prior to deduction of social security contributions. Social security will include participation in the international mandatory medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application by email, quoting <p style="text-align: center;">VA n. SSC – 02/10</p>	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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