Position Information

<table>
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<tr>
<th>Post Title:</th>
<th>Associate Finance Analyst, Finance</th>
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<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2019/24/P 101338</td>
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<tr>
<td>Level:</td>
<td>P-2</td>
</tr>
<tr>
<td>Posting Period:</td>
<td>19 July 2019 – 19 August 2019</td>
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<tr>
<td>Duty Station:</td>
<td>Montréal</td>
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<tr>
<td>Date for entry on duty:</td>
<td>As Soon As Possible</td>
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Special Notice:
The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.”

Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.

The Organizational Setting

The General Ledger (GL) and Reporting Unit is one of the four Units within the Accounting Services Section (ASV) in the Finance Branch (FIN) of ICAO. The Unit is responsible for the preparation of the Organization’s financial statements, the development of accounting systems, the formulation of accounting policies and procedures; the maintenance of the accounts for all funds and related entities, and the management of the Treasury functions. The Unit prepares Working Papers for the Finance Committee, Council and Assembly on financial matters.

The Unit maintains accurate accounting records in accordance with IPSAS, which also requires the monitoring of transactions posted in the GL, and the taking of corrective action as required. The Unit is responsible for maintaining and updating the Chart of Accounts, creating new funds and setting up fund structure, streamlining and standardizing processes, and providing technical support for other Units. The GL and Reporting Unit prepares all donor reports periodically as well as the Organization’s annual Financial Statements and notes.

The Associate Finance Analyst works under the direct supervision of the Head of the GL and Reporting Unit, and would assume technical supervision, coaching, and training responsibilities during the absence of the Head of the Unit.

Major Duties and Responsibilities

Function 1 (incl. Expected results)

Ensure that ICAO’s, and related entities’, Financial Statements and the notes thereto, correctly reflect PP&E and finance leases/operating leases at the end of the financial period in accordance with IPSAS and existing accounting policies, achieving results such as:

- Record PP&E transactions using the Agresso module on fixed assets, ensuring proper valuation/classification of assets, capitalization, retirements, and transfers in a timely manner in close coordination with responsible Offices.
- Review and assess assets transactions for proper depreciation and impairments, and record adjustments.
- Review all lease agreements, and ensure proper classification and recording.
- Control and monitor all accounts relating to assets, in particular PP&E and finance leases, to ensure accuracy and completeness.
- Perform periodic reconciliation and closing, including account analysis and reconciliations in collaboration with responsible Offices, and propose actions on discrepancies and missing assets.
- Liaise with responsible Offices to ensure that proper physical verification is carried out in relation to ICAO’s assets, identify possible risks relating to such asset verifications, and propose mitigation measures when appropriate.
- Administer the fixed asset module of Agresso, report problems identified to ensure system functioning, and perform testing of the system’s upgrades.
- Participate in the preparation of the Financial Statements and other financial reports as needed. Prepare the notes related to assets, in particular PP&E and finance/operating leases.
• Prepare responses on audit queries and recommendations relating to asset accounting records, and resolve or make proposals to Management on issues identified by the auditors and other oversight bodies.
• Ensure that ICAO’s administrative and financial procedures relating to asset accounting and management are in compliance with IPSAS and all applicable ICAO policies, guidelines, and other instructions.

Function 2 (incl. Expected results)

Determine and certify proper identification of Intangible assets, classification, valuation, capitalization, amortization, retirements, and transfers. Carry out the full accounting cycle of intangible assets in a timely manner, in accordance with IPSAS, and in coordination with all Offices and Bureaus concerned, achieving results such as:

• Record intangibles assets using the Agresso module on fixed assets.
• Review and update (as needed) the intangible assets questionnaire to be completed by all Bureaus and Offices, and provide assistance to responsible staff in identifying assets on a monthly basis and completing the Costing Template for internally generated intangible assets.
• Provide assistance and training to all Bureau and Office staff responsible for the proper recording and tracking of intangible assets.
• Ensure proper valuation, classification, useful life and amortization calculations of intangible assets.
• Ensure proper accounting treatment for disposals of intangible assets, and ensure their retirement from the accounts and inventories when applicable.
• Update the Financial Procedures Manual in the area relating to intangible assets.

Function 3 (incl. Expected results)

Lead the monthly accounts reconciliation, and perform internal controls documentation and testing for the Finance Branch, achieving results such as:

• Act as focal point, and coordinate within the Finance Branch, the monthly and annual balance sheet accounts reconciliation.
• Document and perform testing of financial internal controls in accordance with COSO Internal Control Framework. Assist in preparing the annual report on the status of the internal control.
• Participate in various system upgrades initiatives.
• Design and automate various financial reports.
• Perform any other relevant duties, as assigned.

Function 4 (incl. Expected results)

Review accounting records and supporting documentation and propose accounting entries that are not systematically processed by Agresso applications, when required, to ensure compliance with IPSAS, achieving results such as:

• Assist in assessing proper valuation of ICAO inventories, including publications and Commissariat items.
• Discount the accounts receivable when appropriate, in line with ICAO’s accounting policies.
• Apply proper accounting treatment of education grant advances.
• Work closely with Human Resources and ICAO’s Actuary for the valuation of employee benefit liabilities, and review the data received from the sections concerned. Bring attention to management, of any new IPSAS pronouncements in the area of employee benefits with possible impact to ICAO’s financial reporting.
• Assist in validating the accuracy of the Actuary’s valuation report. Prepare the accounting entries based on the actuarial valuation report and assist in the preparation of disclosure notes.
• Prepare information for the external auditor, related to ASHI and other employee benefits liabilities, asset accounting records, discounting, education grant entries.

Function 5 (incl. Expected results)

Act as focal point to update the Financial Policies and Procedure Manual (FPPM), Regional Office Manual (ROM) and various internal and external matters related to the Finance Branch, achieving results such as:

• Coordinate with other Units in the Finance Branch to update the Financial Policies and Procedures Manual (FPPM) annually, and the finance-related sections of the Regional Offices Manual (ROM), when needed.
• Act as the Finance Branch’s focal point for coordination of the Corporate Management and Reporting Tool (CMRT) and Risk Register.
• Assist in the preparation and responses to surveys, policies, and guidance to be shared with UN System Organizations.
• Prepare monthly Medical Benefit Plan reporting for Human Resources, and the members of HLIC.
• Monitor transactions in the Medical Benefit Plan, and prepare analysis for the Medical Benefit Plan report.
• Prepare information for the external auditor and the Evaluation and Internal Audit Office (EAO), as required.
• Prepare ad hoc financial reports as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education**

**Essential**
A first-level university degree (e.g. Bachelor’s degree) in accounting, finance or a related field.

**Desirable**
A professional accounting designation (e.g. CA, CPA, CGA, CMA, or equivalent).

**Professional experience**

**Essential**
• A minimum of five (5) years’ of progressively responsible professional experience in accounting or related area, in a public sector or international organization.
• Experience in assets accounting.
• Experience in preparing financial statements and reports in the public sector or international organization.
• Experience with International Public Sector Accounting Standards (IPSAS).
• Experience with financial systems/finance modules of an enterprise resource planning (ERP) system.

**Desirable**
• Experience with the United Nations system’s financial regulations, rules and practices.
• Experience related to the operational activities similar to those of the United Nations or other multilateral organizations.

**Languages**

**Essential:** Fluent reading, writing and speaking abilities in English.

**Desirable:** A working knowledge of another language of the Organization (Arabic, Chinese, French, Russian, Spanish).

**Competencies**

**Professionalism:** Solid knowledge of International Public Sector Accounting Standards (IPSAS); knowledge of and ability to prepare financial statements; knowledge of internal control framework and assessment methodology, ability to document, test and report on internal controls, ability to identify and improve internal control weaknesses; knowledge of financial regulations and rules in a public sector or international organization; demonstrates integrity. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports
subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Teamwork:** Proven ability to maintain harmonious working relationships in a multi-cultural environment.

**Technological awareness:** The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.

### Conditions of Employment

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization within the duty station.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

ICAO offers an attractive benefit package to its employees in accordance with the policies of the International Civil Service Commission (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

<table>
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<tr>
<th>Remuneration:</th>
<th>Level P-2</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>USD 47,322</td>
<td>USD 19,071</td>
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(*) Post Adjustment is subject to change.

### How to Apply

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: [https://careers.icao.int](https://careers.icao.int).

### Notice to Candidates

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.