POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Budget and Finance Officer, FIN</th>
<th>Vacancy Notice:</th>
<th>2019/28/P</th>
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</thead>
<tbody>
<tr>
<td>Level</td>
<td>P-4</td>
<td>Posting Period:</td>
<td>23 August 2019 – 22 September 2019</td>
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<tr>
<td>Duty Station</td>
<td>Montréal</td>
<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 Finance Branch is responsible for managing the financial resources of the organization, applying the Financial Regulations and Rules and developing budgetary, accounting and financial policies and procedures. The Branch provides financial services including the development of budget estimates for Council and Assembly consideration, financial accounting, monitoring and reporting to support ICAO’s mandate; treasury; payments; payroll and the maintenance of accounts for expenditures and income under both the Regular and Technical Co-operation programmes and for revenue generating activities and services provided by ICAO.

The Budget and Finance Officer, working under the direct supervision of the Chief, Finance Branch, will manage, coordinate and monitor the implementation of the Finance Branch planned activities to enhance reporting and budgeting systems, processes and tools. These activities are undertaken by the Finance Branch with the overarching view of enhancing financial reporting and budgeting by improving processes, identifying and minimizing gaps in systems, improving information availability through better recording of transactions and improved cost accounting practices. The incumbent is expected to work fairly independently, and is responsible for the quality of services delivered.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Manages, coordinates and leads the Finance Branch activities to enhance reporting and budgeting systems, processes and tools, achieving results such as:

- Develop a detailed plan of activities, propose prioritization, organize, follow up and report to Chief, Finance Branch on progress and implementation of agreed activities.
- Manage and lead the implementation of prioritized activities related to enhancing reporting and budgeting systems, processes and tools as per agreed plan.
- Plan and supervise the work of Finance staff participating in the different agreed activities.
- Research UN system best practices for the policies, processes, mechanisms and tools being reviewed as required and present conclusions and proposals.
- Draft improvement and change proposals, working papers for discussion, and other material as required.
- Performs other related duties, as assigned.

Function 2 (incl. Expected results)

Coordinates and leads the Finance Branch process reviews, documentation and improvement proposals with a view to introducing efficiencies, strengthen internal controls, and automating processes and procedures, achieving results such as:
• Organize and lead process review workshops and documentation for the financial processes as agreed in the plan, e.g.: travel; services provided by ICAO to others and payments-to-treasury.
• Coordinate the collection of information about current processes, uncover potential problems and propose improvement actions.
• Manage any consultant services hired for activities related to the Finance Branch implementation of activities to enhance reporting and budgeting systems, processes and tools, as assigned.
• Ensure processes are well documented and that improvements are clearly agreed and planned for implementation.
• Present proposals for introduction of efficiencies, automation and changes to internal controls resulting from the process review workshops and related activities.
• Coordinate the Finance Branch efforts to strengthen internal controls resulting from the review of processes and develop plans to incorporate them into the financial system (ERP) when possible and cost efficient.

Function 3 (incl. Expected results)

Develops proposals for cost allocation methodology improvements, with a focus on ensuring that standard methods are used across funds and that Secretariat costs incurred for non-regular budget funded activities are recovered, achieving results such as:

• Review of ICAO’s cost allocation methods applied to different funding sources, in particular on revenue generating activities and funds such as cost recovery and voluntary contributions.
• Research UN system practices and present results with cost allocation methods that can be incorporated into ICAO’s, in whole or partially, to improve its recovery of administrative costs and those of programme staff performing activities for any non-RB sources.
• Coordinate the internal discussions to decide on the possible improvements to cost allocation and recovery, based on the information presented.
• Develop a proposal to ensure appropriate and consistent recovery of administrative and other Secretariat costs within organizational constraints, based on internal discussions.
• Support the review and proposal of changes to the Financial Rules and Regulations by actively participating in related review activities. Participate in related discussions, provide expertise and support drafting papers as required.

Function 4 (incl. Expected results)

Develops plan and coordinates the introduction of improvements to reporting and the supporting systems, processes and tools, achieving results such as:

• Coordinate the Finance Branch efforts to introduce system improvements based on results from the process reviews.
• Through the work on process improvements, internal controls and cost distribution, identify and present system gaps for improved internal and external reporting and coordinate implementation of agreed changes.
• Support system and reporting improvement efforts by actively participating in related activities, providing substantive input and preparing working papers as required.
• Propose changes to reduce process gaps through better use of systems, enhancements or changes in processes.
• Draft proposals for new financial policies as may be required due to changes made to enhance reporting processes and tools.
• Research UN system best practices to support the comprehensive review of ICAO’s Financial Regulations and Rules.

Function 5 (incl. Expected results)

Supports the introduction of zero based budgeting processes to budget preparation, achieving results such as:

• Coordinate and actively participate in the documentation of the current process and support its review to determine whether a new system is required.
• Provide substantive input in identifying system gaps for improved budget preparation and reporting, on opportunities to reduce gaps through better use of the current financial system, or changes to processes.
• Support the development of scope and requirements for a potential system to prepare zero based budgets.
• Research budget systems used in UN system organizations and their potential costs for a cost benefit analysis as required.
## Qualifications and Experience

### Education

**Essential**
A first-level university degree (e.g. Bachelor’s degree) in Accounting, Finance, Business Administration or related field.

**Desirable**
A Master’s degree in Accounting, Finance, Business Administration or related field or a professional accounting designation (e.g. CA, CPA, CGA, CMA, or equivalent)

### Professional experience

**Essential**
- A minimum of ten (10) years of progressively responsible professional experience in finance operations management, accounting, budget, or related area, in UN system organizations.
- Experience with process reviews and documentation and financial internal controls.
- Experience with financial systems/finance modules of an enterprise resource planning (ERP) system, their implementation or upgrades.
- Experience in planning, coordinating and managing the work of a finance team.
- Experience with UN system financial regulations, rules and practices.

### 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

**Core Competencies:**

**Professionalism:** Extensive knowledge of financial operations in UN system organizations; knowledge and ability to identify and improve internal control weaknesses; knowledge of financial regulations and rules in international organizations preferably from the UN system; knowledge of IPSAS and project management. 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.

**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.

**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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
Managerial Competencies:

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for an initial period of two 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.

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<tr>
<th>Remuneration:</th>
<th>Level P-4</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>+</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>USD 72,637</td>
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<td>USD 28,473</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.

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.