International Civil Aviation Organization
Vacancy Notice

**Position Information**

<table>
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<tr>
<th>Post Title:</th>
<th>Treasury Assistant</th>
<th>Vacancy Notice:</th>
<th>2019/27/G 101501</th>
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<tr>
<td>Level:</td>
<td>G-5</td>
<td>Posting period:</td>
<td>23 August 2019 – 6 September 2019</td>
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<td>Duty Station:</td>
<td>Montréal</td>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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*It should be noted that this post is to be filled on a fixed-term basis for one (1) year.*

**The Organizational Setting**

The Accounting Services Section (ASV) is responsible for the development of accounting systems, including the formulation of accounting policies and procedures; the maintenance of the accounts of the General Fund, Joint Financing Funds, Administrative and Operational Services Cost Fund and other miscellaneous funds; the maintenance of accounts for the Technical Co-operation Programme (TCP), consisting of projects under United Nations Development Programme (UNDP), Trust Funds, multiple agreements under the ICAO Civil Aviation Purchasing Service (CAPS), Management Service Agreements (MSAs) and related funds; the preparation of periodic and year-end financial statements for all accounts; the calculation of scales of assessment on Contracting States, the recording of payments and monitoring of status of assessments from Contracting States, including regional civil aviation bodies; the preparation of working papers for the Finance Committee, Council and Assembly; Treasury functions including investments, payments, banking and the preparation of cash and income projections; the processing of invoices, travel claims, fellowships and other payables, including the review and approval of duly certified invoices and other forms of payments of expenses of the Regular Programme and the TCP; the maintenance of accounts for income from sales of publications, reimbursement from regional civil aviation bodies and other collections; and the processing of cash reports from Regional Offices and TC Projects.

Treasury falls under the General Ledger and Reporting Unit, which is supervised, by an Accounting Officer and report to the Chief, Accounting Services Section.

**Major Duties and Responsibilities**

**Function 1 (incl. Expected results)**

Verifies and uploads daily payment files from the Enterprise Resource Planning System called Agresso (Unit 4) to various banking softwares, achieving results such as:

- Verify that amounts of supporting invoices and documents match with payment remittances.
- Ensure that all payment requests are properly supported with original invoices or approved IOMs.
- Verify value dates to meet bank specifications and deadlines.
- Process manual payments in RBC Express software, EUR/GBP/DKK payments in RBC Online Foreign Currency Account (FCA) platform.
- Circulate payments for approval among authorized signatories, release to banking partners when complete.
- Distribute RSA security tokens on a daily basis and ensure that all tokens are returned at end of day.
- Validate all payments against various sanctions lists ensuring compliance with all applicable rules.
- Report any deviations from rules and procedures to Supervisor.

**Function 2 (incl. Expected results)**

Updates and maintains banking information in Agresso, achieving results such as:

- Responsible of banking coordinates of all payments worldwide, catering to staff, international professionals, auditors, translators, interpreters, special service agreements, third-party travellers, and all other specialized services.
- Ensure that all banking information for ICAO staff, including Field Experts, Special Service Agreements (SSAs), and International Professionals are properly formatted in accordance with standard banking requirements.
- Ensure that all supporting documents are received to validate account ownership. Follow up with ICAO focal points and beneficiaries to ensure compliance which reduces payment risks.
- Assign the corresponding payment method by international wire transfer, direct deposit, or Agency Service Request.
- Obtain and enter corresponding intermediary banking information as required and verify currency of the account.
• Provide guidance and/or advice to staff of other branches and offices pertaining to banking requirements to be submitted by their clients.

Function 3 (incl. Expected results)

Updates and maintains resource information in Agresso, achieving results such as:
• Set up resource numbers (RESNOs) for third-party travellers, National Professionals, Fellows, Administrative Support staff and other categories of staff.
• Ensure that correct payment method is classified through the UNDP, Field Offices or Regional Offices.
• Inform applicable sections when RESNO has been entered so payment can be processed.

Function 4 (incl. Expected results)

Receives and prepares cash transfers for approval and submit Agresso cash journal for approval, achieving results such as:
• Prepare cash transfer entries in RBC Express and FCA software for approval by designated signatories.
• Prepare corresponding cash journal entry in Agresso ensuring that correct bank accounts are debited/credited and submit for approval.
• Ensure that transfers are released through applicable banking software.
• Receive cheque and cash payments at the Treasury counter and issue corresponding receipts.
• Balance petty cash on a monthly basis and submit reconciliation for approval by Treasury Officer.
• Ensure that cash deposits are done on a timely basis at RBC commercial counter.

Function 5 (incl. Expected results)

Verifies that all payments have been successfully dispatched to beneficiaries, achieving results such as:
• Verify that no payments have been returned or rejected in RBC A/P Link software and RBC Express.
• Liaise with Accounts payable and receivable for all funds that have been returned due to error in banking system.
• Interpret system error messages and rectify errors when possible. Liaise with Treasury Officer on course of action.
• Print bank detail confirmation reports, attach to invoices and file by original transaction number. Verify and follow up rejected or returned payments. Rectify error, communicate with bank if needed and advise the payment originator to re-issue or re-submit payment.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential
Completion of secondary education.

Desirable
Additional training or certification in accounting.

Professional experience

Essential
A minimum of five years of experience in accounting, finance or related field.

Desirable
Experience with Microsoft Excel.

Languages

Essential
Fluent reading, writing and speaking abilities in English.

Desirable
A working knowledge of any other official language of the Organization (Arabic, Chinese, French, Russian, Spanish).
Competencies

**Professionalism**: Aptitude for figure work requiring accuracy. Ability to analyse financial data and reports. Ability to apply and interpret financial rules and regulations. 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.

**Teamwork**: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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.

**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.

**Client Orientation**: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**CONDITIONS OF EMPLOYMENT**

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

Please note that this is a locally-recruited post and restricted to Canadian Citizens and Permanent Residents of Canada.

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. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions.

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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<th>Remuneration:</th>
<th>Level</th>
<th>Net Base Salary per annum</th>
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<tr>
<td></td>
<td>G-5</td>
<td>CAD 38,084</td>
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**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.