Position Information

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Consultant Financial Associate</th>
<th>IC Vacancy Notice:</th>
<th>2020/05/IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Project Manager and Aviation Subject Matter Expert</td>
<td>Band A2</td>
<td>Posting Period:</td>
<td>29 January 2020 – 16 February 2020</td>
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<td>Band B</td>
<td>Montreal</td>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

The Organizational Setting

The Accounting Services Section (ASV) has 4 units including General Ledger and Reporting unit (Including Treasury unit), Accounts Receivable unit, Accounts Payable unit, Travel Claim unit. ASV is responsible for the management and development of accounting systems, including the formulation of accounting policies and procedures; the maintenance of the accounts of all ICAO; the preparation of periodic and year-end financial statements for all accounts; the calculation of scales of assessment on Member States, the invoicing and subsequent recording of payments and monitoring of status of assessments from Member States; the preparation of working papers and oral reports for the Finance Committee, Council and Assembly; 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, the Technical Co-operation Programme and all other funds; the maintenance of accounts for income from revenue producing activities, and other collections the management of the receipt, custody and disposal of all funds and other financial resources of the organization; the establishment of detailed financial rules and procedures and maintenance of a system of effective internal controls.

The incumbent will be assigned the work in various units in ASV based on the needs. She/he will directly report to the Unit Head where she/he is assigned to.

Major Duties and Responsibilities

Function 1 (incl. Expected results)

Monitor the funds activities; perform monthly and year-end closure activities, achieving results such as:
- Validate transactions in each fund for compliance with International Public Sector Accounting Standards (IPSAS), ICAO Financial rules and regulations and with Assembly/Council resolutions.
- Review, analyse and approve the monthly record of financial transactions in respect of various funds/projects.
- Prepare, validate and oversee income and expenses recognition on a monthly basis.
- Validate all transaction details to ensure that correct accounting codes have been used.
- Perform month end and year end closing activates to ensure the accounts are closed accurately and timely.
- Reconcile inter-company, inter-funds balances. prepare payment instructions to Treasury Office for fund reimbursements.
- Perform bank reconciliations and related matters.
- Ensure that adequate internal procedures are followed to produce accurate and complete accounts and making recommendations on internal control matters to supervisor.

Function 2 (incl. Expected results)

Assist on preparing financial statement and management reports for distribution to managements, achieving results such as:
- Prepare monthly expense reports for funds/projects including a list of fund balances.
- Prepare periodical donor reports based on contracts or Agreements.
- Provide detailed analysis and suggestion to senior management team regarding various fund statements.

Function 3 (incl. Expected results)

Assist Accounts Receivable unit, achieving results such as:
Properly record cash receipts in corresponding customer accounts, ensure the accounts receivable accounts are accurate and fully reconciled.

Issue invoices and statement of accounts to customers in a timely manner and effectively collect the outstanding dues.

Recognize revenue, collect contribution-in-kind data from all Bureaus/offices.

Function 4 (incl. Expected results)

Assist Accounts Payable unit, achieving results such as:
- Process invoices and payment requests, ensure complete accounting of all invoices and obligations.
- Ensure payable accounts properly reflect ICAO’s obligations and the Accounts Payable accounts are fully reconciled.
- Ensure payments are compliance with ICAO procurement Code and contract terms.

Function 5 (incl. Expected results)

Assist Treasury Unit, achieving results such as:
- Process daily cash/cheque payments received at the Treasury counter from Delegations, Retirees and other miscellaneous payments.
- Work with Accounts Payable, various banking software platforms, and all bank signatories to ensure all payments are processed on time Pre-clearing of all payments through the Office of Foreign Assets Control (OFAC) sanctions list.
- Create the payment profiles for vendors and third parties etc.

Function 6 (incl. Expected results)

Assist Travel Claim Unit, achieving results such as:
- Evaluate, verify and process expense claims relating to travel and removal (household goods and shipment of personal effects) and prepare related payments. Monitor and follow-up of claims to minimize the long outstanding items.
- Analyse, review and reconcile travel related GL accounts in Agresso and prepare related accounting entries.
- Brief staff members, experts and consultants on matters related to official travel and removal rules and regulations.

Function 7 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Educational background

Diploma of college studies (DEC) or equivalent, with specialization in accounting or finance.

Professional experience and knowledge

Essential
- At least seven years of relevant experience in the field of accounting.
- Experience with automated accounting systems.
- Ability to analyse, define and suggest solutions to accounting problems.
- Aptitude for accurate figure work and ability to prepare various financial transactions and financial reports.

Desirable
- Extensive experience in aviation-related commercial products and services.
- Relevant work experience in data collection, data cleansing or data manipulation.

Language Skills

Essential
- Fluent reading, writing and speaking abilities in English are essential.
Desirable

- A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

**CONDITIONS OF EMPLOYMENT**

It should be noted that this consultancy is to be filled for a period of eleven 11 months. This is a full-time position.

Please note that the monthly rate for Band A2 varies from CA$ 2,167 to CA$ 5,850.

**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.