



**Food and Agriculture Organization of the United Nations-NPP
Vacancy Announcement No.: VA-Finance Assistant**

Issued on: 26 October 2018

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Professional Vacancy Announcement No: VA-Finance Assistant

Deadline For Application: 15 November 2018

Position Title Finance Assistant

Duty Station: Beijing, China

Duration: One year

Type of Contract: Service Contract for National Project Personnel

Organizational Unit: FAO Representation Office in China

Job Role, Duties and Responsibilities

Under the overall supervision of FAO Representative and the direct supervision of Assistant FAORep (Admin) and the Operations Officer of the China Office of the Emergency Centre for Transboundary Animal Disease (ECTAD) project, the Finance Assistant works with FAO Representation Office to contribute to the effective accounting/financial support, in compliance with FAO rules, regulations and established procedures, to the field programmes/projects in China. He/she works in close collaboration with ECTAD China Office and programme staff. The incumbent performs the following duties:

- Analyse and check incoming financial documents and correspondence for completeness of information, project codes and conformity with financial rules and regulations, including checking requests for allocation changes; invoices against POs; Financial Reports against LOAs; inter-office payment request; travel claims and advances; salary distribution requests;
- Retrieve, enter, select and analyse data from a wide variety of sources, including FAO's corporate system and data bases (e.g. the Global Resource Management System (GRMS), the Country Office Information System (COIN), Data warehouse, etc.); verify accuracy of data documents; make necessary calculations;
- Assist the operation of the imprest accounts; reconcile expenditures, balances, payments, statements and other data; assist in the preparation of recurring and special reports by preparing and editing data in appropriate format as requested; monitor project, programme and general office accounts;
- Maintain detailed records of budget estimates, obligations and available balances; record receipts and disbursements (ledgers, cash books, vouchers, etc.); make disbursements from petty cash fund and balance accounts;
- Prepare routine correspondence of administrative nature; draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters, as required;
- Maintain a filing system of administrative, financial and procurement documents;
- Maintain liaison with local banks and financial institutions to keep up-to-date with financial and regulatory information (exchange and interest rates, procedures and rules, maintenance of bank

<p>accounts, etc.);</p> <ul style="list-style-type: none"> • Support the administration of VAT, personnel and travel; • Perform other related duties as required. 	
<p>MINIMUM REQUIREMENTS</p> <p><u>Academic Requirements:</u> Bachelor's degree or equivalent degree finance/accounting, economics or business administration, public administration related field</p> <p><u>Experience:</u> 2 years of working experience in the field of administration, accounting and/or office or project management</p> <p><u>Languages:</u> Working knowledge (level C) of English and Chinese</p> <p><u>Computer skills:</u> Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point, Exchange) et al. Ability to effectively use accounting software and information systems.</p>	
<p>SELECTION CRITERIA</p> <ul style="list-style-type: none"> • Work experience in the public or private sector, in UN system is preferable • Solid knowledge of standard operational rules and procedures and office administrative work procedures • Knowledge of data processing system, accounting or financial modules or applications relevant to accounting procedures or budget management preferably those adopted by FAO • Systematic and efficient approach to work assignments. Ability of using software and analytical skill to retrieve, scrutinize and analyse work related data • Cooperative spirit, flexibility and openness to work in an international environment within a team of staff with mixed skills and different national and cultural backgrounds. Tact, courtesy and cultural empathy are essential personal attributes. Since the incumbent has access to confidential and sensitive information, a high level of trustworthiness is needed. • Computer skill, especially the use of MS Excel, Word, PowerPoint, Outlook and any other data analysis Apps. 	
<p>Please note that all candidates should be capable of working with people of different national and cultural backgrounds. Applications from qualified women candidates are encouraged.</p>	
<p>The post is open to Chinese Nationals only and only short-listed candidates will be contacted for interview.</p>	
<p>Send your application with your CV, Personal History Form (PHF) and a motivation letter to:</p>	<p>Food and Agriculture Organization of the United Nations, ECTAD China No. 2-151C Tayuan Diplomatic Office Building, No. 14 Liang Ma He Nan Lu, Chaoyang District, Beijing, China.100600 E-mail: Yuanyuan.Ma@fao.org Please quote our No.: VA-Finance Assistant</p>
<p>FAO IS A NON-SMOKING ENVIRONMENT</p>	