ICMPD Job Profile
Junior Resources Management Officer[1]
RMU Brussels Mission

Main Purpose

The Junior Resources Management Officer works under the supervision and guidance of the Head of ICMPD's Resources Management Unit (RMU), in Brussels. S/he supports the training and provision of advice to ICMPD staff and staff of partner institutions on ICMPD financial rules and procedures.

Role

The Junior Resources Management Officer supports the monitoring of allotments and control of financial expenditures project budgets, being responsible for accurate utilisation of financial resources in line with established rules and donor contracts. S/he verifies and certifies payments under the Financial Regulations of ICMPD. The Junior Resources Management Officer supports formulation of project budgets and budget revisions. S/he validates and verifies correctness of recording of project expenditures and checks and validates financial reports from project partners. The Junior Resources Management Officer provides inputs to financial reporting to donors.

The JRMO will be based in the RMU in Brussels, Belgium.

Functions / Key Results Expected

- Assist in the certifying of project expenditures across the Brussels portfolios.

- Review correctness of project expenditures.

- Verify financial reports from partners, field offices, cash expenditure reports (CER) from staff, and validate supporting documents for correctness and completeness.

- Review supporting documents attached to claims, invoices and requests for payment submitted by project partners, staff, consultants and suppliers/ service providers.

- Fill in, monitor submission and verify completeness and correctness of timesheets by ICMPD staff, follow up on deadlines, correct formula.

- Provide ongoing advice and support on timesheets submission and staff allocation issues to staff members.

- Update staff allocation data in SAP in line with staff allocation procedure.

- Train ICMPD staff on rules, procedures and requirements.

- Assist in the development of processes and procedures, identify inconsistencies and weaknesses.

- Assist in planning and implementation of systems, tools and processes.

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[1] This job profile is classified at P1 grade.

- Prepare templates, analyse financial data and prepare draft financial reports to donors in compliance with donor formats and agreements.

- Compile supporting documents for financial reports as per donor requirements.

- Maintains projects files and uploads documents in SAP.

- Prepare budget templates and forms.

- Check draft budgets for correctness of formula and adherence to the provided pro-forma rates and budgetary instructions.

- Upload approved budgets and budget revisions into SAP.

Required Expertise

- Ability to effectively support resource planning and implementation of financial management of projects and programmes.

- Capability to prepare financial reports, including supporting documents accurately according to donor schedules and formats and in line with ICMPD financial regulations.

- Good organisational skills including managing conflicting priorities and working with tight deadlines.

- Ability to integrate new approaches and innovations and ensure the cost-effective use of resources.

- Attention to detail and eagerness to work with data and statistics.

- Capability to successfully build networks and partnerships.

Qualifications, Experience and Language Skills

- A minimum of 1 year of position-relevant experience in financial management of projects and programmes and/or audit in an international context.

- Knowledge of programme management procedures and rules of EC/ national administrations and/ or international organisations including procurement, budgeting and financial management.

- Professional training in project cycle management and knowledge of EC procedures.

- Proficiency in MS Office (Word, Excel, Outlook).

- Knowledge of SAP or other resource management programmes would be an asset.

- Proficiency in (verbal/written) English; proficiency in French is an asset.

- Master's degree in business administration, finance, accounting or related field is required.