

## ICMPD Job Profile

# Financial Systems Officer<sup>1</sup>

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### Functional Overview

The Financial Systems Officer ensures the efficiency, accuracy, and integration of ICMPD's financial systems by leading technical enhancements, automation initiatives, and data-driven decision-making tools within the Budget and Finance Unit, part of the Management Directorate. The role is responsible for optimising financial workflows, integrating digital solutions, and ensuring system compliance with organisational and regulatory standards. The Financial Systems Officer collaborates across teams to streamline financial processes, enhance reporting capabilities, and maintain data integrity, ensuring alignment between finance and operational functions. The role also develops automated solutions, analytical tools, and system improvements that enhance efficiency and support ICMPD's strategic objectives.

### Key Results

**Financial Systems Optimisation and Process Improvement:** Financial system workflows are continuously improved to enhance process efficiency, compliance, and data accuracy. System improvement initiatives are implemented and maintained, addressing user needs and aligning with organisational financial standards. Training programs and user guidance on financial system functionalities are developed and provided, ensuring consistent and effective system use across ICMPD.

**Integration and Automation of Financial Workflows:** Automated workflows are established and maintained across SharePoint, ERP systems, and integration tools, improving data flow and operational efficiency. Routine financial processes and approval workflows are automated, reducing manual efforts and optimising resource utilisation. System integration points are identified and strengthened to ensure seamless interaction between financial and operational platforms.

**Development of Analytical Tools and Data-Driven Insights:** Real-time financial reporting, dashboards, and analytical tools are designed, implemented, and maintained to provide actionable insights for budgeting, forecasting, and financial performance tracking. Data-driven decision-making is strengthened by ensuring the accuracy, accessibility, and usability of financial information through tools like SQL, Power BI, and Excel-based automation.

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<sup>1</sup> This profile is classified at IP/LP3.

**Standardisation and Maintenance of Financial Templates:** Templates for budgeting, forecasting, and financial analysis are developed, standardised, and maintained, incorporating advanced functionalities to improve data collection and reporting accuracy. Clear guidance and training on financial template usage are provided to support effective adoption across the organisation.

### **Required Expertise**

- Expertise in financial systems management, with experience in ERP applications, workflow automation, and process optimisation.
- Strong technical skills in data analysis, financial forecasting, and visualisation tools (e.g., SQL, Power BI, Excel).
- Experience in automating financial workflows and improving data integration between financial and operational systems.
- Strong understanding of financial data integrity principles and compliance with international accounting standards (IPSAS or IFRS).
- Project management skills to lead process improvement initiatives, ensuring timely implementation and cross-functional collaboration.
- Excellent teamwork and communication skills, with the ability to collaborate with finance, IT, and operational stakeholders.

### **Qualifications, Experience and Language Skills**

- A Master's degree in finance, information systems, computer science, information technology, or a related field.
- A minimum of five years of experience in financial systems management, process improvement, or data analysis within a national or international organisation.
- Proficiency in English (verbal and written); knowledge of a major EU language, Russian, or Arabic is an asset.
- Advanced proficiency in IT tools, including ERP systems, data analysis and visualisation software, and automation tools.