

ICMPD GENERIC Job Profile

FINANCE OFFICER- REGIONAL OFFICE[[1]](#footnote-1)

**Functional Overview**

Working with the respective ICMDP Regional Office, the Finance Officer (FO) is responsible for booking/re-booking expenditures and for monitoring of payments and accounts. S/he prepares reports related to taxation for the Regional Office (RO) and administers the VAT processes of the RO and Project Offices reporting to the RO, by process and report quality controls. The FO monitors and controls financial reporting from the Regional and Project Office(s) and provides advice on their preparation. S/he ensures proper management of the financial records. S/he collaborates with external partners and the RO/Project/Field Offices reporting to the RO staff, providing prompt and responsive support to the management of the processes and submission of information and reports, in alignment with ICMPD´s internal control procedures and implements thorough compliance controls for all work processes. S/he contributes to the development of financial management processes, procedures and systems. S/he works under the technical guidance and supervision of the Financial Controller, Financial Management Unit, Corporate Financial and Budget Management Division (CFBM), under the day-to-day supervision of the Head of Region (HoR) or designated staff member, and in collaboration with the respective Regional Resources Manager.

**Key Results**

**Support to Accounting Operations:**  Daily accounting tasks such as processing accounts payable, meticulously implemented and invoices, claims reviewed and queries promptly addressed with staff, suppliers, and partners. Booking/re-booking of invoices, travel claims and vouchers accurately carried out while monitoring credit card payments and reconciling clearing accounts. Cash expenditure reports and accounting documentation validated and maintained. Financial reports systematically monitored, accuracy ensured, and errors promptly addressed. Additionally, petty cash reports regularly reviewed and processed, accounting documents verified, and assistance provided with VAT and taxation processes. Proactive contributions made to ensure the smooth functioning of financial operations in the RO/Field/Project Offices.

**Payments and Bank Account Operations:**  Processing of payments to beneficiaries effectively monitored. Payments conducted and advances to suppliers and partners promptly processed. Payment details accurately controlled, ensuring correctness and completeness of supporting documentation. Cash balances regularly monitored at the Regional/Field/Project Offices. Bank statements downloaded and imported. Cash replenishment accurately calculated and processed and internal transfers correctly effected.

**Contributions to Process Improvement and Efficiency:** Contributions provided to the development and implementation of effective financial policies and procedures. Business partner accounts systematically monitored and overseen, ensuring compliance with regulations and technical support provided to accounts payable management. Valuable expertise provided throughout VAT processes. Going beyond routine tasks, proactive contributions provided to process improvement and increased efficiency. Active participate undertaken in developing best practices and standard operating procedures, streamlining financial operations, and enhancing performance.

**Participation in Training Activities:** Appropriate training provided to petty cash custodians in the RO and Field and Project Offices, outlining and explaining ICMPD’s financial rules and procedures, and ensuring the quality of supporting documents. RO/Field/Project offices kept abreast regarding developments of relevant ICMPD´s rules, guidelines and business processes related to finance.

**Required Expertise**

* Capability to anticipate and identify client’s needs, and ability to offer appropriate solutions.
* Ability to effectively establish and maintain productive relationships with a diverse range of stakeholders i.e. staff, suppliers and partners.
* A service orientation and a collaborative approach.
* Ability to identify priority activities and assignments and adjust actions as necessary.
* Ability to cope with multiple tasks effectively.

**Qualifications, Experience and Language Skills**

* Master´s degree in business administration, finance, controlling, accounting or economics.
* Experience in an international context.
* Minimum of 3 years of experience in financial accounting and reporting.
* Proficiency in MS Office (Excel) and SAP.
* Experience with IPSAS is desirable.
* Proficiency in (verbal/written) English. Proficiency in the language of the duty station is an asset.
1. This project profile is classified at LP2. [↑](#footnote-ref-1)