

ICMPD Job Profile

Junior Finance Officer¹- Field Office Tunisia

Functional Overview

Working under the overall technical guidance of the Controller within ICMPD's Financial Management Team at HQ, the Junior Finance Officer supports a range of activities related to accounting, bank and cash management, business partner management and documents management, in line with ICMPD's Financial Regulations ICMPD and relevant policies, rules and business processes. S/he works closely with the Head of Office and Portfolio Manager in Tunisia, collaborating with Resource Management and Project teams in Tunisia and the Regional Office in Malta. S/he contributes to the development of financial management processes, procedures, and systems.

Key Results

Support to Payments Management: Payments effected via daily deadlines systematically monitored, accuracy ensured and bookings implemented. Timely processing of bank statements in the system and reconciliations carried out, including open items and the review and clearance of unwanted requisitions and balances. Acting as petty cash custodian, cash and bank payments promptly implemented, cheques issued and advance payments processed to beneficiaries. Assistance provided with the implementation and management of Regional/Field/Project Offices' finance-related services such as vendor and other related master data management, maintenance and invoice posting. Monthly cash requirements for the Regional/Field/Project Offices regularly reviewed and cash/bank replenishment coordinated with the various respective stakeholders.

Support to Accounting Management: Routine daily accounting tasks promptly undertaken ensuring effective verification and processing of invoices and claims, bank and petty cash statements, credit card statements, re-booking and adjusting entries, VAT/WHT refunds and claims, and cash expenditure reports. Taxation and social security reports for the Field Office monitored and prepared. Accounting documentation maintained and updated. Transactions posted on general ledgers regularly reviewed. New Business Partners set up in SAP, with supplier accounts reconciled in the system. Petty cash reports systematically reviewed and processed and accounting documents verified.

Support to Archiving and Audit and Report Preparation: Assistance provided in monitoring the implementation of internal control and documentation procedures and compliance with ICMPD's financial rules and business processes in the Regional/Field/Project Offices for audit purposes. Accounting physical & e-documentation properly maintained. Supporting documentation for the incurred expenses compiled and proof of payments provided. Preparation of supporting documents for financial reporting and level audit reports.

¹ This project profile is classified at LP1.

Required Expertise

- Ability to gather and analyse information, identifying critical relationships and patterns among data and propose workable solutions.
- High level of integrity, attention to detail and accuracy combined with the ability to work under pressure and tight timelines.
- Capability to establish good working relations with team members and internal stakeholders to ensure effective coordination in the assigned area of work.
- Good sense of initiative and flexibility.

Qualifications, Experience and Language Skills

- Master's degree in accounting, finance or business administration.
- A minimum of 1 year of position relevant work experience.
- Good technical accounting skills.
- Proficiency in MS Excel and knowledge of ERP systems.
- Good analytical drafting and organisational skills and strong ICT skills
- Proficiency in (verbal/written) English, French and Arabic is required.
- Proficiency in the use of standard IT tools.