

## ICMPD Job Profile

### Associate Finance Officer<sup>1</sup>-Reporting

---

#### **FUNCTION (Task Identity):**

The Associate Finance Officer-Reporting works in ICMPD's Corporate Financial Management Unit (CFM) providing assistance to a range of activities related to financial reporting, auditing and support to control financial operations process, verification of financial reports and act as document custodian for auditing.

The Associate Finance Officer-Reporting provides support to the financial reporting and auditing process of ICMPD by verification financial reports. The Associate Finance Officer-Reporting, is responsible for reporting and auditing support activities and reconciliations. S/he will also provide assistance to the Unit as requested.

S/he works under the functional supervision of the Senior Finance Officer - Reporting and Audit Management and under the disciplinary supervision of the Chief Financial Officer. The incumbent carries out the following tasks and responsibilities in line with the Financial Regulations of ICMPD and the relevant policies, rules and business processes and guidance of the supervisor(s).

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

##### 1. Audit and Reporting preparation

- Ensure compliance with established internal control procedures by examining records, reports, operating practices, and financial reports;
- Verify assets and liabilities by comparing items to documentation;
- Compile information, data and documentation. Compile expenditure documentation for project audits. Check and verify financial data and information for completeness and accuracy.
- Complete audit work papers by documenting audit tests and findings;
- Compile audit documents according to sampling lists;
- Provide support to the adequacy of internal control systems by completing audit questionnaires;
- Support the maintenance of internal control systems by updating audit questionnaires and audit policies;
- Review audit findings by preparing and provide input to audit statements;
- Check and certify payments for project funds;
- Assist with auditing activities and processing reporting information;
- Prepare and communicate internal findings in the course of financial reporting;
- Assist with the physical audit documentation;
- Investigate and resolve discrepancies within the scope of reporting;
- Document auditing tasks;
- Reconcile financial reports with SAP;
- Act as focal point for internal reporting timeline management;
- Participate in external audit meetings.

---

<sup>1</sup> This job is classified at IP1

## 2. Support to Verification Missions and Controlling

- Support provided to verifications missions and financial reporting review from Project Partners.
- Collect reports, follow up on deadlines, check reports for completeness of information and supporting documents;
- Support the preparation of due diligence reports for beneficiaries;
- Assist with the development of reports for management or regulatory bodies;
- Prepare financial analyses.
- Prepare requests of instalments/refunds to contracts (outgoing invoices)/agreements (payment requests) according to schedules. Submit invoices and payment requests and respond to clarifications.
- Manage payment reminders to partners. Follow up with reminders as applicable.

## 3. Support Reporting & Archive in HQ:

- Maintain the institutional accounting archive (physical and e-archive), ensuring the timely filing of all reporting documentation according to the established system;
- Compile PDF documentation for audits and reports. Look up documents, make copies, scan, compile folders, handle mailing/courier services;
- Compile documentation for payments and send payment documents to banks (fax, email and mail);
- Support provided to audit documentation (proof of payment for 2<sup>nd</sup> level audits);
- Provide assistance to the Unit as requested.

### **KEY RESULTS (as per Job Component):**

- Financial reporting and audit processes initiated and implemented in adherence with the financial regulations of ICMPD;
- Effective support provided to verification missions and the preparation of related reports.
- Validated and corrected business partner profiles uploaded in SAP;
- Regional/Project office financial reporting monitored and validated in an accurate and timely manner;
- Documentation compiled correctly and in a timely manner;
- Physical and electronic archive maintained correctly, in-line with the established system.

### **INCUMBENT PROFILE:**

- A minimum of 1 year of position-relevant experience in the financial management field;
- Knowledge of ERP systems – knowledge of SAP is an asset;
- Good organisational skills with attention to detail and accuracy;
- Experience in management of conflicting priorities and working within tight deadlines;
- Strong team work and interpersonal skills;
- Experience in working with confidential data;
- Excellent command of standard MS-Office software, particularly Excel.

### **CORPORATE QUALIFICATIONS:**

- Master's degree in accounting, finance, audit, economics, or business administration;
- Experience in an international context;
- Proficiency in (verbal/written) English, proficiency in another major EU language, Russian, or Arabic, is an asset.