



Post of Finance Officer

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting a Finance Officer.
2. The Job Description for the post, together with the necessary information for applicants, is attached. Due to the high volume of applications we receive, only applicants short-listed for the post will be acknowledged.
3. You are kindly requested to bring this vacancy notice to the attention of qualified candidates in your country.
4. Applications should be addressed to the Executive Director (ed@ico.org), accompanied by a covering letter, curriculum vitae, recent photograph and references, not later than **4 October 2017**.



INTERNATIONAL COFFEE ORGANIZATION

JOB DESCRIPTION

POST:	Finance Officer
ORGANIZATIONAL UNIT:	Finance and Administration Section
GRADE:	P-3/P-4

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Finance and Administration on all matters concerning the financial administration and financial management of the Organization.

Main duties include:

1. Prepare monthly management accounts and annual accounts for approval by the Head of Finance and Administration.
2. Review actual expenditure against Budget and perform adjustments as required.
3. Prepare periodic financial status reports and monitor all balance sheet items including bank reconciliations to ensure they are correctly stated.
4. Prepare the payroll for all staff, including temporary staff, Provident Fund calculations and accounts.
5. Formulate policies, guidelines and strategies related to the financial and administrative components of the Section with the Head of Finance and Administration.
6. Prepare the Budget with the Head of Finance and Administration.
7. Manage relationships with professional advisers, including bankers and auditors.
8. Act on behalf of the Head of Finance and Administration on matters related to accounting and finance in his or her absence.
9. Perform ad hoc duties as and when required.

QUALIFICATIONS

1. A University degree with a combination of relevant academic qualifications in finance, business administration or accounting. A professional qualification in accountancy (e.g. Chartered or Certified) is required.
2. Would be an advantage to be conversant with IPSAS.
3. Financial management experience in a comparable organization or company for at least five years.
4. Ability to establish and maintain good working relations with staff and external contacts.
5. Excellent command of the English language, oral and written.
6. A working knowledge of at least one of the other official languages of the Organization (Spanish, French and Portuguese) is desirable.
7. Excellent organizational abilities and high degree of initiative and judgment.
8. Flexibility in working hours and the ability to work under pressure and time constraints.