



Post Title: Associate Finance and Budget Officer
Domain: Budget and Finance Unit
Post Number: 1ITSC 0886TP
Grade: P-2
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (midnight Trieste time): **12 September 2022**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the supervision of the Senior Finance and Administrative Officer, the Associate Finance and Budget Officer shall act as a focal point on providing guidance and advice on ICTP's accounting and budget processes. The incumbent will ensure that all ICTP specific processes in the area of budget and finance are supporting the business needs of ICTP, are properly implemented and are aligned with UNESCO's rules and regulations and with International Public Sector Accounting Standards (IPSAS). The incumbent will oversee the implementation of the ICTP processes in the IT systems (UNESCO systems and ICTP legacy systems) and ensure that the ICTP processes are properly supported. The incumbent will also supervise the Budget and Control Unit. On matters of financial internal control, he/she receives a delegated authority from the UNESCO's Chief Finance Officer as certifying officer. Essential responsibilities include:

- Document and manage all ICTP processes in the area of Finance and Budgeting and verify the proper IT implementation and support:
 - Ensure that all ICTP processes in the area of budget and finance are supporting the business needs of ICTP, are properly implemented, aligned with UNESCO's rules and regulations and with IPSAS, and are monitored.
 - Draft and update Standard Operating Procedures on ICTP budget and finance matters.
 - Verify the proper implementation and support of the processes by the various IT applications and its interfaces.
- Supervise the Budget and Control Unit and participate in the preparation of the Institute's yearly budget for activities and staff costs and follow up on budget implementation:
 - Consolidate budget proposals from Sections and activities and support the creation of the budget proposal.
 - Provide expert advice and guidance on the elaboration of the Institute's budgets.
 - Oversee the preparation of the initial staff cost estimates based on the historical data and the outlook.
 - Prepare various reports related to budget proposals and expenditure reports to be presented to the Supervisor and ICTP stakeholders.
 - Oversee the production of budget status reports on a regular basis for monitoring budget implementation and to support management decision making process.
 - Support the creation of budget codes based on annual Governing Board approved budget and the other extra budgetary funds after the approval from the Director, ICTP and allocate allotments.
 - Review and make appropriate recommendations on budget implementation and reallocation of funds when necessary.
 - Verify and implement requests for transfers of funds and for fund reservations.
 - Prepare and perform the Carry Forward activities at the beginning of the budget year.

- Provide general oversight to the 'Accounting Invoice Control and Travel Team' and perform the following activities:
 - Monitor the periodical closure activities and review the annual IPSAS compliant Financial Statement and accompanying notes.
 - Create the budget related Statements and reports.
 - Ensure that ICTP's financial resources and expenditures are fully and properly accounted for and that internal controls systems are adequate and functioning.
 - Collaborate with internal and external auditors on accounting and budget matters.
- Act as Certifying Officer ensuring that financial transactions are in compliance with UNESCO's regulations, rules, policies and procedures.
- Collaborate with the Procurement Unit on the presentation of high value acquisitions and disposals to the UNESCO Contracts Committee.
- Perform the financial accounting for fixed assets and oversee the asset control verification process.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the [UNESCO Competency Framework](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)
https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of Finance, Business Administration, Accounting, Economics or a related discipline.

WORK EXPERIENCE

- A minimum of two years of relevant work experience in finance, accounting, budget or business administration.
- Experience with the Enterprise Resource Planning (ERP) and finance system such as Oracle or SAP.
- Experience with International Public Sector Accounting Standards (IPSAS).
- Ability to supervise staff and teams.

SKILLS/COMPETENCIES

- Excellent analytical skills.
- Experience with budget processes and accounting rules.
- Good communication skills, diplomacy and tact in dealing with people to be able to balance competing stakeholders demands and constraints.
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.
- Excellent IT skills with proficiency in the use of MS Office (Word, Excel, PowerPoint, etc.).
- Demonstrated experience in ensuring compliance with rules & regulations and administrative processes.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international environment or within a United Nations agency.

LANGUAGES

- Excellent knowledge (spoken and written) of Italian.
- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 58 760 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](https://en.unesco.org/sites/default/files/unesco-staff-compensation-booklet_en.pdf) (https://en.unesco.org/sites/default/files/unesco-staff-compensation-booklet_en.pdf).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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