



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Associate Financial Technical Analyst	Duration of Secondment:	Two (2) years
Grade Level:	P-2	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

The Organizational Setting

The Finance Branch is responsible for managing the financial resources of the Organization, developing and applying budgetary, accounting and financial policies, procedures and controls. The Branch also plays a key role in the custody and distribution of financial resources and the monitoring of expenditures, and the strengthening of ongoing compliance with the International Public Sector Accounting Standards (IPSAS). The Accounting Services Section (ASV) and Financial Services Section (FSV) are the two sections under the Finance Branch.

FSV encompasses two units: The Budget unit which is responsible for budget development, controls, monitoring and reporting; and the payroll unit which is in charge of managing the payroll system for all ICAO staff members including the calculation, verification and balancing of payroll earnings and deductions.

The qualified candidate is required to perform the functions related to the unit they are assigned to and participate in the implementation of the financial projects as necessary.

Under the guidance of the Chief, Financial Services Section, the Financial Technical Analyst contributes towards the efficient and effective use of ICAO's resources.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in the execution, review and/or improvement of the budget-related processes, achieving results such as:

- Undertake assessment of the current reporting process (including validation of data between existing and future reports), structure and tools, propose areas of improvement to enhance current reporting and produce new reports, automate reports or coordinate automation, prepare new dashboards.
- Undertake review of the funds transfer process (preparation of automated forms, workflows, validations) with the goal to automate the process and increase controls.
- Actively participate in the Phase 2 of the automated budget check process (budgetary control for staff costs and funds other than Regular Budget funds).
- Participate in the process mapping and review for all budget-related processes, providing workflows, process descriptions and suggesting areas for improvement.
- Prepare a comprehensive database of existing budgetary information for the past three (3) triennia (budgets and expenditure).
- Participate in the establishment of an organization-wide forecasting process, including preparation of templates, consolidation and analysis of information, setting up the staff averaging and forecasting process, preparation of forecasting analyses and reports.

Function 2 (incl. Expected results)

Participates in the payroll activities, achieving results such as:

- Perform tasks in the monthly payroll processes, for all categories of staff.
- Prepare and register various payroll-related payments, such as payments for consultants (Special Service Agreements), Education Grants, non-local freelance interpreters.
- Perform reconciliations of payroll suspense accounts.
- Participate in the process mapping and review for all payroll-related processes, and suggest areas for improvement, as necessary.
- Assist in year-end payroll activities, including the generation and review of statements of earnings.

Function 3 (incl. Expected results)

Participates in the review of FSV policies, guidelines and processes, achieving results such as:

- Participate in the drafting of financial policies and guidelines.
- Seek opportunities for process improvements, standardization and simplifications.
- Participate in process review.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree in finance, accounting, business administration, or in a related field.

Professional experience

Essential

- A minimum of three (3) years of experience at a national government organization or large-scale private organization in the application of financial systems and procedures and the preparation of reports and/or analyses with the focus on budget or payroll activities.
- Expertise in the use and application of financial tools for reporting, analysis, and process improvement.
- Experience in the development and preparation of financial analyses and reports.
- Experience in using an ERP system.

Desirable

- Experience in the application of the Financial Regulations and Rules of the United Nations, and procedures.
- Experience in implementing an ERP system.
- Project management and process review/redefinition experience.
- Experience in the areas of accounting, especially account reconciliation and report generation.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

COMPETENCIES

Professionalism: Ability to analyse, define and propose solutions to financial issues; ability to prepare financial analyses and reports. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group

decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organisation: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client orientation: Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

MODE OF SECONDMENT

The duration of the secondment is two years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an “Official” of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

As detached expert: The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

Trust Fund arrangement: Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.