



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Financial Specialist	Duration of Secondment:	Two (2) years
Grade Level:	P-3	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, and for 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, the monitoring of expenditures, and the strengthening of ongoing compliance with the International Public Sector Accounting Standards (IPSAS). The Accounting Services Section (ASV) and the Financial Services Section (FSV) are the two sections under the Finance Branch.

FSV is comprised of 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.

ASV encompasses four units: General Ledger and Reporting which includes Treasury, Accounts Payable, Accounts Receivable, and Travel Claims. ASV is responsible for (i) the development of accounting systems, including the formulation of accounting policies and procedures; the maintenance of the accounts of the General Fund, Joint Financing Funds, Administrative and Operational Services Cost Fund, and other miscellaneous funds; (ii) maintenance of accounts for the Technical Cooperation Programme, consisting of projects under Trust Funds, Agreements under the ICAO Civil Aviation Purchasing Service, Management Service Agreements, and related funds; (iii) preparation of periodic and year-end financial statements for all accounts; (iv) calculation of scales of assessment on Contracting States, the recording of payments, and the monitoring of status of assessments from Contracting States, including regional civil aviation bodies; and (v) processing supplier invoices, and travel advances and claims.

FSV and ASV are responsible for the preparation of working papers for the Finance Committee, Council, and Assembly for their related areas.

The qualified candidate is required to perform the functions related to the unit they are assigned to and participate in the implementation of the finance-related improvement projects.

Under the guidance of Chief, Finance Branch, the Finance Specialist contributes towards the efficient and effective use of ICAO's resources through the introduction of improved reporting functionalities, strengthening of business processes, and the introduction of innovative solutions.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Plans, facilitates, and participates in the update of finance-related policies and procedures, achieving results such as:

- Participate in the development of policies, guidelines and procedures in the area of financial management.
- Document practices, and develop Standard Operations Procedures on key operational processes within the Finance Branch.

Function 2 (incl. Expected results)

Manages Digital Transformation, process re-engineering and innovation initiatives in the Finance Branch, achieving results such as:

- Conduct end-to-end review and as-is mapping of selected current financial processes, with the overall goal of improving consistency, introducing efficiencies, minimizing risks, and proposing areas of improvement based on best practices.
- Document best practices in financial management across the UN system; develop case studies and lessons learnt, and use them as a basis for building training materials.

- Contribute to the finance-related digital transformation initiatives.

Function 3 (incl. Expected results)

Promotes Internal Control environment, focusing on the finance-related processes, achieving results such as:

- Participate in Working Groups and assist in updating or drafting the framework in finance-related areas with particular emphasis on Committee on Sponsoring Organizations (COSO) compliance.
- Perform various second-level of defense control activities as required, analyze results, and suggest enhancements.

Function 4 (incl. Expected results)

Manages and contributes to general accounting and financial management processes, achieving results such as:

- Contribute to balance sheet account reconciliation, preparation of aging analysis, and reports for audit review.
- Monitor and prepare management reports.
- Develop automated forms (e.g. Excel) for current manual processes.
- Develop and maintain the financial management dashboard by analyzing data, working with all teams in the Finance Branch to define and automate the dashboard indicators, focusing on the enhancement of the second line of defense, compliance and monitoring.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

Desirable

Professional accounting designation.

Professional experience

Essential

- A minimum of six (6) years of progressively responsible experience in financial management, accounting or related field at a national or international level.
- Experience in handling of web-based management systems and ERP financials.
- Experience in business process re-engineering.

Desirable

- Experience in ERP system implementation.
- Experience in applying International Public Sector Accounting Standards (IPSAS).
- Experience in drafting policies.

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: Possesses advanced knowledge of spreadsheet and database packages. Has strong analytical and problem-solving skills. 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.