



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Finance Analyst (FSV)	Duration of Secondment:	2 years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Montreal	Date for entry on duty:	
Special Notice: The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.”			

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.

The Financial Services Section (FSV) is comprised of the Regular Budget (RBU), the Extra-Budgetary (XBU) and the Financial Monitoring and Support (FMS) Units. RBU is responsible for the development of the Draft Regular Budget and other budget proposals and the management of approved budget, including allotment and expenditure controls. XBU provides finance-related advice and services in budget development, expenditure controls, monitoring and reporting of the revenue-generating activities, voluntary funded projects and other extra-budgetary funds of the Organization. The FMS is responsible for reviewing, verifying and validating the payroll results for all staff and field experts delivered by the payroll service provider (UNDP), proper accounting of payroll costs, preparation of other staff-related payments to the third parties, as well as preparing various required statements and reports.

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 improvement projects as necessary.

Under the guidance of the Chief, Financial Services Section, the Associate Finance Analyst (FSV) contributes towards the efficient and effective use of ICAO's resources.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in the budget-related activities, achieving results such as:

- Provide support to programme/project managers with respect to the elaboration of resource requirements for budget submissions.
- Prepare cost estimates and budget proposals, in terms of project resourcing requirements
- Participate in the review and analysis of budget proposals and forecast.
- Prepare budget performance reports and ensure that correct and accurate data and information are provided by the various programme/project managers in compliance with instructions.
- Prepare and consolidate donor reports for projects funded from extra-budgetary contributions.
- 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.
- Perform month and year-end accounts closure activities. This includes the review of transactions for correct accounting; and contributing to the preparation of ICAO financial statements and notes.
- Contribute to enhancing internal and external financial reporting.

Function 2 (incl. Expected results)

Participates in the payroll activities, achieving results such as:

- Perform tasks in the monthly payroll validation and verification processes, for all categories of staff.
- Prepare and register various payroll-related payments
- Perform periodic reconciliations of payroll suspense accounts.
- Assist in year-end activities, including the generation and review of statements of earnings

Function 3 (incl. Expected results)

Support Units in the Financial Services Section on areas that need Process Improvement, and in the review of policies and guidelines achieving results such as:

- Participate in the drafting of financial policies, guidelines and standard operating procedures.
- Participate in the process mapping and process reviews, providing workflows and process descriptions.
- Seek opportunities for process improvements, standardization and simplifications.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position contributes directly to the sustained operational effectiveness of the Financial Services Section by mitigating staffing gaps and addressing high workload demands. By supporting financial reporting, performing verifications/reconciliations, and processing transactions, across multiple units (RBU, XBU, and FMS), the role enhances the accuracy, timeliness, and reliability of financial outputs. This, in turn, enables informed decision-making by management, ensures compliance with financial regulations and reporting obligations, and strengthens accountability.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none">• C/FSV and all unit heads of the FSV section• Other FIN colleagues• Bureaus/Offices	<ul style="list-style-type: none">• Work collaboratively as a member of the FSV team by seeking guidance from the supervisor and colleagues, and by clarifying and discussing assigned tasks with unit heads.• Coordinate with FSV units to ensure accurate and timely execution of financial operations.• Support financial reporting, account reconciliations, process improvement initiatives, and the review of financial policies and guidance.• Communicate and coordinate with other FIN colleagues, bureaus/offices to facilitate financial transactions, resolve issues, and ensure compliance with applicable policies and procedures.
b) Outside the Organization <ul style="list-style-type: none">• Donors and other external partners• International Organizations	<ul style="list-style-type: none">• Communicate and coordinate with external partners, as required, to support financial processes and information exchange.• Facilitate inter-agency reconciliations and verification of financial data.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced-level university degree (Master's degree or academic equivalent) in finance, accounting, business administration or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in finance, accounting, business administration or related field, may be accepted in lieu of the advanced university degree.

Desirable

- A professional accounting designation.

Professional experience

Essential

- A minimum of two (2) years of experience in financial management, accounting, budget or payroll at a national government organization or large-scale private organization
- Expertise in the use and application of financial tools for reporting and analysis
- Experience in using an ERP system.

Desirable

- Experience in the development and preparation of financial analyses and reports.
- Experience in applying for International Public Sector Accounting Standards (IPSAS).
- Project management and process review/redefinition experience.

Languages

English

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 Organizing: 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 (2) years, which can be extended for an additional year and thereafter, depending on the need. The seconded individual 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 Trusted 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.