



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Financial Analyst (ASV)	Duration of Secondment:	2-3 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, 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.

ASV encompasses four units: General Ledger and Reporting, which includes the Treasury team; 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; maintenance of the accounts of the General Fund, Joint Financing Funds, and other miscellaneous funds; (ii) maintenance of accounts for the Capacity, Development and Implementation (CDI) projects, 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 Member States, and the recording of payments and monitoring of status of assessments from Member States, including regional civil aviation bodies; (v) processing supplier invoices, including payments for travel advances and claims; and (iv) preparation of working papers for the Finance Committee, Council, and Assembly for ASV-related areas.

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

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

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports Accounting Services Section on accounts reconciliation, aged accounts analysis and bank reconciliations, achieving results such as:

- Perform month and year-end accounts closure activities. This includes the review of fixed asset register for correct accounting; and contributing to the preparation of ICAO financial statements and notes.
- Manage periodic reconciliations. This includes performing bank reconciliations; preparing accounts reconciliations and aging report; performing bank-guarantee reconciliations to ensure that guarantees on hand reconcile with database, and verify accuracy of expiry dates; and performing inter- and intra-agency reconciliations (e.g., UNDP).
- Support review of aged balances and process write-off cases. This includes examining write-off submissions and preparing draft write-off report; providing guidance on the write-off process; ensuring correct presentation of write-off amounts in ICAO financial statements; performing analyses and providing regular summary reports on write-off cases; and suggesting and implementing measures to minimize the latter.

Function 2 (incl. Expected results)

Supports the Head of the General Ledger and Reporting Unit in preparing and overseeing the production and distribution of the financial reports, achieving results such as:

- Prepare and review financial reports to ensure timely, accurate, and complete reporting to donors and other external stakeholders.
- Coordinate the compilation and validation of financial data to support the production and distribution of periodic financial reports.
- Contribute to the improvement of internal and external financial reporting, including enhancing report formats, data quality, and consistency with applicable standards.

Function 3 (incl. Expected results)

Provides financial operations and processing support to the Accounts Receivable (AR) and Accounts Payable (AP) units, achieving results such as:

- Maintain and update customer and supplier master data in the ERP system, ensuring accuracy, completeness, and compliance with established procedures.
- Support the calculation of the triennial assessment scale, ensuring accuracy and consistency with established methodologies and data sources.
- Prepare and validate monthly billing to Delegations and other partners, ensuring accuracy and alignment with agreements and supporting documentation.
- Process and monitor accounts receivable and accounts payable transactions, ensuring timely recording, follow-up, and resolution of outstanding items in accordance with established procedures.

Function 4 (incl. Expected results)

Contributes to process improvement initiatives within the Accounting Services Section, achieving results such as:

- Support the development and revision of financial policies, guidelines, and standard operating procedures, ensuring clarity and alignment with organizational requirements.
- Identify and analyze opportunities for process improvement, standardization, and simplification, and contribute to their implementation.
- Participate in finance-related initiatives and projects, including system enhancements and process optimization efforts.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

This secondment position provides essential support to the Accounting Services Section, helping to address resource shortages and workload pressures. By contributing to financial reporting, reconciliations, and transaction processing across multiple units (General Ledger, Accounts Receivable, Accounts Payable), the role ensures continuity, accuracy, and timely delivery of key financial outputs, supporting management, Member States, and donor reporting.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> • P2 – Associate Financial Analyst 	<ul style="list-style-type: none"> • Coordinate with General Ledger, Accounts Receivable, and Accounts Payable units to ensure accurate and timely financial operations.
	<ul style="list-style-type: none"> • Support internal financial reporting, reconciliations, and process improvement initiatives.

b) Outside the Organization <ul style="list-style-type: none"> P2 - Associate Financial Analyst 	<ul style="list-style-type: none"> Provide Member States, donors, and external partners with accurate financial information and respond to inquiries.
	<ul style="list-style-type: none"> 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 accounting, finance, or related field, is required. A first-level university degree in combination with two years of qualifying experience in accounting, finance, 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 accounting, financial management, or audit, at the national and international level.
- Experience with spreadsheet and database packages, handling of web-based management systems and ERP financials.

Desirable

- Experience in applying International Public Sector Accounting Standards (IPSAS).

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: 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 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.

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 three, which can be extended for an additional year and thereafter, depending on the need. 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 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.