

Job profile

Date: January 2016

A. BASIC DETAILS

Establishment post no. :

Job title : Financial officer task group 6

Local/posted from The Hague : local

Unit/mission : RSO/OEU

Job level : scale 6

SPECIFIC INFORMATION

As a financial officer you are responsible for bookkeeping the accounts, maintaining payment transactions, managing liquid assets and ensuring that subaccounts match.

The officer performs accounting activities, provides information from and on the various records, and helps to collect and provide periodic management and accounting information.

The officer is responsible for the assessment and registration in Piramide of all financial data for several missions in the region. Furthermore the officer has to do the cash management of some missions and register cash transactions of Moscow St Petersburg, Kiev, Ankara and Istanbul. The management of suppliers (new/update) and assessment and registration of salary bookings in PPR. His/her work is subject to a wide variety of regulations and procedures. This requires an accurate approach with considerable independence. The officer is directly answerable to the senior financial officers.

B.1.1 RESULT AREAS AND RESULTS

- 1. Assessing and processing financial data several missions in the region**
- 2. Managing suppliers(new/update)**

3. **Registration salary bookings**
 4. **Handling the cash management for several missions in the region**
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B.1.2 TASKS

1. **Assessing and processing financial data several missions in the region**
 - Assessing all financial data for Belgrade, Athens, Astana, Baku, Nicosia and Ljubljana
 2. **Managing suppliers(new/update)**
 - Assessing and registration new suppliers and update existing ones
 3. **Registration salary bookings**
 - Register salary data in Piramide including payment batches
 4. **Handling the cash management for several missions in the region**
 - Register cash transactions several missions in the region
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B.2 FRAMEWORK

1. The officer is accountable for the quality and progress of the accounting activities.
 2. The rules and regulations governing financial administration are important before entering data properly in the mission's financial records.
 3. The officer takes decisions when assessing and processing financial data and transactions.
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B.3 CONTACTS

1. The financial officer stays in contact with the missions that he/she is working with. Furthermore he/she has to work closely with the senior officers who will give the instructions and will decide in case of deviating situations.
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B.4 KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of the applicable accounting or other rules and regulations concerning financial administration.
 2. Knowledge of relevant financial regulations that staff are entitled to use and proficiency in applying them
 3. Skill in working with computer-based (financial) systems
 4. Skill in making financial calculations and reporting on them
 5. Skill in analysing current procedures and advise on the fine-tuning of it
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COMPETENCES

- Initiative
 - Quality oriented
 - Integrity
 - Analyzing
 - Planning and organizing
 - Stress resistant
 - Customer oriented
 - accurate
 - Ability to work with others
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B.6 LEVEL OF EDUCATION / ADDITIONAL TRAINING AND KNOWLEDGE

- Higher educational level or master degree in finance.
 - Relevant experience preferred
 - Fluent in spoken and written English and Russian and/or Ukrainian. Knowledge of Dutch or another language from the region is an advantage (spoken and written languages in the region are: Turkish, Greek, Rumanian, Albanian, Azerbaijani, Bosnian, Bulgarian, Croatian, Czech, Georgian, Hungarian, Macedonian, Slovenian, Serbian, Slovak and Ukrainian).
 - Numerical insight.
 - Adequate computer skills (Windows, Word, Excel, Outlook, Internet etc.).
 - Knowledge of Oracle and/or SAP business platform is an advantage.
 - Skilled in maintaining good work relationships.
 - Skilled in communication with others.
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C. WORK ENVIRONMENT

The Regional Service Organisation (RSO) is an independent organisational unit, focussing on the financial, consular and general affair back office processes for 22 missions in the Eastern Europe region.

The RSO consists of a head, two unit heads for the financial and consular/PIOAH processes. In total 22 expats and 23 locally employed staff members are working at the organization.

The financial unit consists of four expats and ten colleagues with a local contract. The financial back office tasks have been transferred from the mission to the RSO and performed under the responsibility of the head of the finance unit. The products and services that the RSO has to deliver are set out in a catalogue.

D. STAFF MEMBER PROFILE

Taking the dynamics of the (international) environment into consideration where the organisation is constantly working on improving the internal processes, the right candidate for this function must have sufficient initiative, in which a flexible attitude will be a must. He/she must be stress resistant, flexible, be able to work independently and have a sense of humour. Experience of working in an international environment as well as knowledge of public affairs is recommended.

E. CAREER STREAM

- Finance/piioahb.
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CONTACT

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