



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2179
DEADLINE FOR APPLICATION: 14 April 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Finance Officer (Accounting and Extrabudgetary)	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Finance (FIN) Section Governance Services Department			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES Under the overall supervision of the Chief of Finance, the incumbent manages the accounting, financial reporting and extrabudgetary-related activities of the Finance Section and will specifically be responsible for the following duties: Position Specific Responsibilities (a) Maintains and administers and continuously monitors and improves the recording and reporting systems related to extrabudgetary contributions to ensure they meet the needs of project managers; (b) Prepares/consolidates and reviews financial reporting to donors for extrabudgetary contributions, or prepares them for complex situations, for final approval and signature by the Chief of Finance; (c) Provides comprehensive accounting and financial support, advice, guidance and liaises with Technical Departments on issues of financial monitoring, funds availability, and other matters related to extrabudgetary activities and determines/recommends, in consultation with the Chief of Finance, corrective actions and solutions when necessary; (d) Carries out the review of Trust Funds (TFs), clean TFs before final closure, reviews balances and liaises with project managers to refund donors, assists with the TF closure checklist and finally closes projects/TFs in the system; (e) Manages the accounting for the receipt of funds by WMO, for all sources other than assessed contributions; (f) Produces and maintain the revenue analysis on voluntary extrabudgetary contributions which reconciles 16 receivable and revenue accounts which support the accounting treatment of each project and show the revenue, and the release of deferred income for the financial year; (g) Assesses extrabudgetary contributions and use professional judgement to account for them in accordance with the relevant International Public Sector Accounting Standards (IPSAS); (h) Actively reviews and provides substantive improvement recommendations related to internal financial reporting for monitoring activities related to extrabudgetary contributions; (i) Prepares IPSAS compliant annual financial statements and Notes for seven unconsolidated entities administered by WMO, for review and approval by the Chief of Finance and related programme/entity managers;			QUALIFICATIONS Education Master's degree or equivalent in business administration, accounting, finance, or related field. In lieu of a Master's degree, a bachelor's degree (or equivalent) in combination with a qualification in accounting would be accepted. Experience A minimum of five years of progressively responsible experience in planning of complex multi-stakeholder projects and their implementation. Knowledge and experience with the migration of Enterprise Resource Planning (ERP) project to a new environment. Other requirements Excellent knowledge of Microsoft Office applications and accounting systems. Sense of responsibility, initiative, accuracy and judgment in performing assigned responsibilities. Strong analytical skills. Ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	

(j) Manage the accounting, monitoring and reporting of financial accounting for Implementing Partner arrangements;

(k) Records in-kind revenue and expenses for the unconsolidated entities;

(l) Undertakes the reconciliation of 16 bank accounts/cards for all WMO Regional Offices, liaises with the Central Service Platform, administrative assistants and program managers to ensure all entries are recorded and reconciled. Ensure accurate and complete accounting and reporting and that all records are maintained;

(m) Serves as a back-up bank signatory.

General Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

(n) Manages specific accounting and reporting business processes under their area of authority;

(o) Analyses, reviews/evaluates, approves, reconciles and processes a range of accounting transactions on a regular and recurring basis;

(p) Reviews specific account reconciliations and suspense accounts analyses during the year and prepares or approves adjusting entries as required before preparation of financial statements;

(q) Develops and implements relevant financial policies and procedures and provides WMO staff with related advice and guidance;

(r) Monitors that accurate and complete accounting and internal control systems related to their area of responsibility are maintained and proposes and implements solutions to matters needing attention;

(s) Prepares accounting entries and analysis in support of monthly financial closure process;

(t) Participates in the development of business processes, and new Enterprise Resource Planning (ERP) implementation;

(u) Researches and analyses information needed to respond to support the Internal Oversight Office (IOO) or External Audit requests;

(v) Supervises staff as required;

(w) Carry out other relevant duties as required.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Possibility of renewal subject to the availability of funds in the Project Support Cost (PSC) Trust Fund and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 62692

Annual post adjustment on initial salary is: US\$ 46768 (in addition to the net base salary)

Additional Information:

Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 31 March 2022