

# **Terms of Reference for the Finance Administration Officer**

---

# Terms of Reference for the Finance Administration Officer

## Description of the Position

The finance administration officer is responsible for the financial administration of the ICPDR and overall accounting including processing payments, preparation of monthly financial reports, balance sheets, bank reconciliations, maintaining bank accounts and records, reimbursement of travel expenses to staff members/experts, issuing and following up invoices, salaries administration, payroll calculation and adjustments, preparing staff contracts, reporting to Austrian social authorities, year-end closing of books and preparing the annual statement of accounts. In addition the officer prepares financial reports, produces financial documents for the presentation to the ICPDR Standing Working Group meetings and to the Ordinary Meetings, including Special Funds. She or he ensures ICPDR financial rules and guidelines are adhered to. The finance administration officer works under the direct supervision of the Executive Secretary.

In addition the finance administration officer will assist in preparing the annual budget, assist in current financial controlling, facilitate the work of external auditors, administer contribution payments of Contracting parties, and interact with other organizations and Austrian authorities regarding financial issues and personnel administration.

The specific tasks may in future be adjusted on the basis of a revised ICPDR Work Programme. The time period of employment is three years with an option of another three-year extension upon satisfactory performance.

### *Key Qualifications*

- Knowledge of and experience in accounting and financial management.
- Competency with financial data systems and spreadsheet processes.
- Familiar with the main features of the Austrian tax and social and health insurance systems.
- Ability to handle a large volume of work in an effective and timely manner.
- Experience in working with an international/interdisciplinary team is an additional asset.

### *Attitudes*

- Interest and enthusiasm to work in a team
- Perform well under stress and cope with deadlines
- Conscientious, diligent and reliable, highly numerate

### *Tasks*

- Bookkeeping, recording of financial information, preparation of financial reports and assist in preparation of budgets; processing payments and transfers, payroll accounting, dealing with tax issues, maintaining financial records.
- Ensuring that all financial transactions are in accordance with ICPDR financial regulations and rules.
- Financial administrative support to the Executive Secretary.
- Financial administrative support to the technical experts and the EGs as required.

### *Qualification requirements*

- At least 5 years of experience in the field of accounting and financial management from private or public organization, preferably international.
  - Sufficient experience with booking system management; a relevant diploma course is an advantage.
  - He or she has to be fluent in English and German.
  - Knowledge of administrative procedures of an international agency such as EU or UN is an additional asset.
-