

**Terms of Reference
for the
Financial Administration Officer**

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Description of the Position

The finance administration officer is responsible for the financial administration of the ICPDR and overall accounting including the processing of payments, preparation of monthly financial reports, balance sheets, bank reconciliations, maintaining bank accounts and records, reimbursement of expenses to staff members/experts, handling 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 presentation to the ICPDR Standing Working Group meetings and Ordinary Meetings, including Special Funds. They ensure adherence to ICPDR financial rules and guidelines. The finance administration officer works under the direct supervision of the Executive Secretary.

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

Key Qualifications

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

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 advice and 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 international, private or public organization.
- Sufficient experience with booking system management; a relevant diploma course is an advantage.
- They have to be fluent in English and German.
- Knowledge of administrative procedures of an international agency such as EU or UN is an additional asset.