



INTERNATIONAL LABOUR ORGANIZATION (ILO)

Office for China and Mongolia

Post title Finance Assistant (Grade: G5) – Established post

Monthly net income RMB 7,250 above

Other benefits Child allowance (up to six children), medical care for staff, spouse and any child younger than 18 years old, pension, 9 working-day of public holiday and 30 working-day of annual leave

Contract Fixed-term (12 month) with possible extension

Duties Analyses and checks incoming financial documents and correspondence for completeness of information, project codes and conformity with financial rules and regulations. This includes: checking requests for allocation changes; invoices from outside suppliers; inter-office vouchers; external collaboration contracts; travel claims and advances; salary distribution requests; requests for new budgets and budgeted revisions.

Calculates emoluments and statutory indemnities; prepares payments, advances and related account coding documents; processes such transactions using automated systems where appropriate.

Maintains and update computerized databases or systems. This may include: the budget preparation systems; payroll system.

Monitors and reconciles accounts and projects such as: personal accounts; suspense and other general ledger accounts; or project accounts for review of obligations and expenditure, to identify any anomalies and to take any necessary corrective action.

Prepares and modifies budget data based on requests such as budget proposals, budget revisions, re-phasing, programme allocation changes, modify budget codes and salary transfers.

Examines client queries and provides explanations, addressing the supervisor in disputed, complex or unusual cases.

Select and enter data from a wide variety of documents, including verifying accuracy, making necessary calculations and ensuring the inclusion of all relevant data.

Prepare recurring reports as scheduled, monthly imprest report, and special reports as required, for budget preparation, audits or other reasons.

Maintain contact with officials of local banks to obtain information on changes in procedures

and regulations, exchange and interest rates, and matters pertaining to the maintenance of office bank accounts.

Performs any other job-related duties as required.

Education Completion of secondary school education, plus formal training in accounting and/finance from a recognized commercial school or equivalent.

Experience Five to seven years' relevant experience.

Languages Excellent knowledge of Chinese Mandarin and English

Nationality Chinese

Competencies

Thorough knowledge of financial rules and regulations, and accounting principles and practices. Excellent knowledge of the accounting and finance procedures and regulations of the office. Ability to communicate effectively both orally and in writing. Ability to deal with clients and to respond to their queries. Ability to work in a team and to work under pressure. Excellent time management skills. Must demonstrate responsible behaviour and attention to detail. Must display high standards of ethical conduct. Ability to reason and make sound judgements.

Application

Please submit your application letter with CV in English to

Mingming HE
1-10 Tayuan Diplomatic Office Building
14 Liangmahe Nanlu, Chaoyang District,
Beijing 100600, PRC

By 30 April 2008