



International Labour Office

JOB DESCRIPTION

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

Organisational Unit/Department:	DWT/CO Pretoria
Technical Responsible Unit/Department:	
Technical Cooperation Programme:	
Centralised or Decentralised Project:	
Position (Title):	Finance Assistant
Grade:	GS-6
Duty Station:	Pretoria (- South Africa -)
Type of contract (SST, ST or FT):	SST
Source of funding (TC, PSI or RBSA):	
Duration:	Five months and 3 weeks, with a possibility of renewal

1. Introduction: general information about the context in which the official will work:

The International Labour Organization ILO opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity and creating jobs of acceptable quality.

The overall goal of the International Labour Organization (ILO) is a specialized agency of the United Nations, whose primary goal is to promote decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development.

2. **Reporting Lines:** The Finance Assistant (FA) will be based at the ILO DWT/CO Pretoria (S) he will work under the overall supervision of the Director of the Office and under the direct supervision of the Finance & Admin Officer (FAO). (S)he will also work closely with Finance and Administrative Assistants in Technical Cooperation (TC) projects.

3. Main duties and responsibilities

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports.
- Participate in payroll preparation, payroll deduction accounts and the calculation of overtime payments.
- 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 reports, and special reports as required, for budget preparation, audits or other reasons.
- Brief and assist international staff, experts and consultants on all respects of allowances, salary advances, travel claims and other financial matters, and calculate and process payments due for claims and services.
- Draft correspondence to verify data, answer queries and obtain additional information.
- 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.
- Prepare detailed cost estimates, and participate in budget analysis and projections as required.
- Supervise lower level finance clerks.

- May be entrusted with the petty cash of an area office.
-
- Verify payment vouchers and monthly imprest reports, ensure that all transactions are properly authorized and supported by receipted bills, and check for fraudulent documents and transactions.
- Verify cash transactions and cash balances.
- Verify bank statements and monthly reconciliation statements.
- Verify bank and cash transfers, and ensure that all movements are supported by bank receipts.
- Search for references to payment authorizations not communicated to the regional office by the issuing units in order to ascertain the correctness of the payments debited through IOVs.
- Perform other duties as assigned by the supervisor.

4. Qualifications requirements: education, language, experience and competencies.

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

Experience – Six years of general accounting clerical experience.

Languages – Excellent knowledge of the local language and one or two working languages of the duty station and/or organization.

Competencies – Ability to operate adding and calculating machines. Ability to work with word processing and spreadsheet software, as well as computer software packages required for work. Ability to prepare reports and to draft correspondence. 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. Demonstrated ability to apply finance and accounting methods. Good analytical skills. 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. Good organizational skills. Ability to work with confidential material. Excellent time management skills. Supervisory skills. Must demonstrate responsible behaviour and attention to detail. Ability to work and communicate with people in a polite, courteous and cooperative manner. Must display high standards of ethical conduct. Must demonstrate honesty and integrity. Ability to reason and make sound judgements. Perform other duties as assigned by the supervisor.

The contract offers a benefits package according to ILO standards.

Grade: GS 6 (1-5) Grading will be based on experience

Minimum net salary per annum: R 266,526.00

Maximum net salary per annum: R 313,906.00

Applications with a Curriculum Vita (including a minimum of 3 referees) and a motivation letter (Quoting the Job title) should either be e-mailed or posted to:

The Director, ILO Office Pretoria, E-mail: hr_pretoria@ilo.org (hr_pretoria@ilo.org)
P.O. Box 11694, Hatfield 0028
Enquiries: Tel: +27 12 818 8000

Application deadline: Friday 29 January 2016, 12:00 noon. Only short listed candidates will be contacted

ONLY SOUTH AFRICAN NATIONALS WILL BE CONSIDERED FOR THIS POSITION