

Job Description

<u>Post title:</u>	Finance and Administrative Assistant
<u>Post Level:</u>	G-5
<u>Duration of appointment:</u>	12 months with possible extension
<u>Duty station:</u>	Beijing, China

The International Labor Organization (hereinafter referred to as the ILO) is the only “tripartite” United Nations agency responsible for drawing international labour standards. It brings together representatives of governments, employers and workers to jointly shape policies and programmes promoting Decent Work for all.

The ILO Country Office for China and Mongolia carries out the ILO’s programmes and activities in China (including the Hong Kong and Macau Special Administrative Regions) and Mongolia.

Duties and responsibilities

Under the general supervision of the Director of the ILO Country Office for China and Mongolia, with the direct supervision of Administrative and Finance Officer, the incumbent will undertake following duties and responsibilities:

Finance

- 1) Analyses and checks incoming financial documents and correspondence (include but not limited to invoices from suppliers, purchase orders, external collaboration contracts, travel claims and advances, salary payment instructions and medical reimbursement advice, requests for new budget and budget revisions) for completeness of information, project codes and conformity with financial rules.
- 2) Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports.
- 3) Prepares payments, advances and related account coding documents
- 4) Monitors and reconciles accounts, such as personal accounts (for advances), suspense and other general ledger accounts; Reviews obligations and expenditure and identifies any anomalies and takes any necessary action.
- 5) Examines client queries and provides explanations, addressing the supervisor in disputed, complex or unusual cases.
- 6) Prepares monthly imprest reports, and special reports as required, for budget preparation, audits or other reasons.
- 7) 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.
- 8) Maintains the office petty cash account.

Administration

- 1). Maintains office administrative files and records.
- 2). Acts as Leave Clerk in IRIS.
- 3). Provides secretarial and/or administrative supports for meetings, seminars/ workshops
- 4). Drafts correspondence, minutes, memoranda and reports on administrative matters from oral instructions, previous correspondence or other available information sources in accordance with standard office procedures.
- 5). Performs other job-related duties assigned by the supervisor.

Education: A university degree in accounting, finance and/or business related fields.

Working experience: Minimal 3 years of working experience preferably with international organizations, in the field of finance and/or programme management.

Language: Excellent command of English and Mandarin (both oral and written skills)

Competencies: Thorough knowledge of accounting principles and practices. Ability to communicate effectively both orally and in writing. Ability to work in a team and to work under pressure. Excellent time management skills. Demonstrate responsible behaviour and attention to detail. Display high standards of ethical conduct. Ability to reason and make sound judgements.