

### Post of Finance Officer

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Translation and Documents Coordinator.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below) and two references **not later than 21 October 2022**. Due to the high volume of applications, we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.

**FINANCE OFFICER P-01/P-02**

<b>Posting Title:</b>	Finance Officer
<b>Grade Level:</b>	P-01/P-02
<b>Department/Office:</b>	Finance and Administration Division
<b>Duty Station:</b>	London, United Kingdom
<b>Type of contract:</b>	Fix-term - Locally recruited (one year with possibility of extension)
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date for Application:</b>	21 October 2022

### About the International Coffee Organization

The International Coffee Organization (ICO) is an intergovernmental body, set up in 1963 under the auspices of the United Nations, responsible for implementing the International Coffee Agreement (2007) to strengthen the global coffee sector and promote its sustainable development in economic, social and environmental terms.

The ICO provides a unique forum for the global coffee community, working actively with its Member governments, international organizations, the private sector and all other stakeholders to address the challenges and opportunities facing the global coffee community, including the development and implementation of strategies to enhance the livelihood and the capacity of local rural communities and smallholder farmers to benefit from coffee production.

ICO Member Governments represent 93% of the world's coffee production and around two-thirds of world consumption, providing a unique forum for the global coffee community.

### The Operations Division

The Operations Division is responsible for the day-to-day operations of the ICO. It encompasses four main functions:

- Statistics including data collection, management, analysis and reporting;
- Economic research and analysis including the publishing of the ICO Coffee Development Report (CDR)
- Sustainability and Public-Private Partnerships, including development, fundraising and monitoring of technical cooperation projects;
- Secretariat and Communication covering the relations with ICO member states, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and the external communication to promote the ICO and its activities with members and stakeholders.

The position is within the ICO Statistics Section established within the Operations Division to support achieving of the ICO Strategic Goal 1: Delivering world-class data, analysis and information to the industry and policy-makers. The ICO Statistics Section encompasses several specific areas related to collection, quality control, processing and dissemination of production, consumption and trade data (including exports, imports, re-exports, non-member data and certificates of origin and prices (indicators, futures, prices to growers, retail/wholesale prices).

### Responsibilities

#### DUTIES AND RESPONSIBILITIES

Responsible to the Head of Finance and Administration and within the framework of the delegated authority, the incumbent has first-line responsibility for the various aspects of accounts and budget management; payrolls; Provident Fund calculations and accounts; and, within the delegated authority, liaising with bankers and auditors, including but not limited to:

#### General:

1. Receiving, reviewing, obtaining authorization of all purchase invoices; conducting weekly and

monthly validation of ledger postings in the accounting system after thorough review of payment vouchers to ensure accuracy for approval by Head of Finance and Administration validity and rigorous recording of transactions through Accounts payable and receivable modules and manual journal entries by ensuring the related general ledger accounts being reconciled against the budget lines every month.

2. Organize purchase orders requested by staffs by ensuring proper approval by direct supervisor, Head of Finance and Administration and/or the Executive Director.
3. Within the delegated authority, dealing with procurement activities from researching and contacting suppliers and service providers; negotiating pricing; preparing purchase orders; budget checks; ensuring satisfactory receipt of goods and services ordered and the related contracts duration and expiration or renewal.
4. Conducting monthly bank reconciliations, checking statements against reconciliations, ledgers and PayPal Accounts. Reconciling general ledger accounts on a regular basis by reviewing transactions from the organization's chart of accounts.
5. Organizing staff, interpreters, speakers, and others travel arrangements, air and train fares, hotels, cash advances, etc., as well as the preparation and reimbursement of all travel expenses claims according to ICSC travel claim guidelines; processing payment of interpreters' contracts, and regularly updating management on travel budgets.
6. Preparing itemized reclaims: VAT, Air Passenger Duty, Insurance Premium Tax, Climate Change Levy, etc.; independently for submission to the host government, liaising and completing relevant official paperwork for FCO and Local Government, and reconciling the outstanding balances, the claimed amounts, and the refunded amounts periodically.
7. Preparing and updating the annual contributions schedules, including reconciling of sales ledger.
8. Member contribution accounts, informing the Administration Officer of all member contributions received in order for the receipt of contribution letters to be prepared.
9. Monthly payments for contractors such as outside service consultants, interpreters, and translators, including calculation and reconciliation of translators' annual adjustment by ensuring the payments are in line with approved contracts.
10. Providing support for the organization of meetings held in the UK as required regarding interpreters' contracts.
11. Preparing monthly and annual Trust Fund accounts and other accounts for approval by Head of Finance and Administration, through ongoing review and reconciliation. Preparing periodic financial and budget status reports through monitoring all balance sheets to ensure accuracy.

12. Performing other related responsibilities, including replacing and/or backstopping for others within and outside the section.

**Level and purpose of contacts**

**Inside the Organization –**

Contacts with staff at all levels to provide information on all aspects of accounting and funds availability; discuss and advise on procurement requirements and needs; discuss ongoing work and needs, particularly as related to meetings, conferences, travel arrangements, etc.; enlist cooperation and facilitate mutual understanding.

**Outside the Organization –**

Within the delegated authority, contacts with a broad range of officials from host government and local authorities; a broad range of suppliers and service providers; with counterparts from international organizations/agencies to exchange information.

	<b>Required Qualifications</b>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>- At least a university degree with a combination of relevant academic qualifications in finance, business administration or accounting.</li> <li>- Would be an advantage to be conversant with IPSAS.</li> <li>- Accounting experience in a comparable organization or company for at least five years</li> </ul>
<b>Language(s)</b>	<ul style="list-style-type: none"> <li>- Excellent command of the English language, oral and written.</li> <li>- A working knowledge of at least one of the other official languages of the Organization (Spanish, French and Portuguese) is desirable.</li> </ul>
<b>Specialized Knowledge</b>	<ul style="list-style-type: none"> <li>- Good working IT skills for SAGE or other Accounting/Financial application software, MS365, Excel, Word and MS Power Point.</li> <li>- Ability to establish and maintain good working relations with staff and external contacts.</li> <li>- Excellent organizational abilities and high degree of initiative and judgement.</li> <li>- Flexibility in working hours and the ability to work under pressure and time constraints.</li> </ul>

### How to apply

The ICO only accepts duly completed applications sent to [ed@ico.org](mailto:ed@ico.org) by 21 October 2022 with:

1. A motivation letter,
2. A curriculum vitae using one of the following templates: <https://europa.eu/europass/en> or <https://europass.cedefop.europa.eu/editors/en/cv/compose> (online and saved),
3. Two references.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.ico.org](http://www.ico.org)

#### **No Fees:**

The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).

The ICO does not request any information related to bank accounts.