



The recruitment policy of the WTO is to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

Vacancy Notice No.: EXT/F/21-32

Issued on: 9 August 2021

Title: Budget & Finance Officer

Application Deadline: 6 September 2021

Grade: 6

Division: Administration and General Services

Contract Type: Fixed Term

Starting Salary: CHF 84,400 net per annum (approximate)

Duration: Two years with the possibility of extension

Other Conditions: In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.

The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant, and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy, and home leave. Additional information on the compensation package is provided on the WTO website:

https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm

The Secretariat of the WTO is seeking to fill a position of Budget and Finance Officer in the Financial Management Service of the Administration and General Services Division.

General Functions

Reporting directly to the Head of Budget and Planning and collaborating with the Head of Financial Operations, the incumbent will have primary responsibility for providing financial expertise and analysis to WTO's management in order to facilitate decisions about the Organization's financial resources. In particular, the incumbent's duties will include the following:

1. Financial Processes
 - Preparing and coordinating WTO monthly reporting on expenditure, validating and verifying financial workflows in the ERP system, validating travel expense reports, prepare budget forecasts;
 - Producing budget presentations and financial analyses through various tools.
2. Internal Control
 - Ensuring proper budget management to guarantee cost efficiency and transparency;
 - Acting as an internal business partner by supporting project management teams in business or operational-related financial matters.
3. Reporting
 - Ensuring support to the Head of Budget and Planning in the budget and output reporting (quarterly, yearly) and in the analysis and performance of the output budget system;
 - Producing and maintaining reports as requested (i.e. monthly budget projection, budgetary reports on specific areas such as travel, technical assistance, panellists etc.);
 - Assisting with monthly and year-end closing activities and projections;

- Ensuring proper purchasing administration (tracking of commitments, reviewing open purchase orders);
- Producing periodic Key Performance Indicators (KPIs) for the Administration and General Services Division sections' activities;
- Ensuring support to the Head of Financial Operation in the financial reporting cycle and in the implementation of internal and external recommendation.

4. Project Management

- Assisting with the re-organisation of the output reporting project;
- Working on IT-related business projects;
- Handling ad hoc tasks and projects.

5. Administration

- Maintaining and administering control tools (Tracking files for Education Grants, Travel claims and others as assigned);
- Building Excel macros and Business Intelligence reports to facilitate tracking and processes.

REQUIRED QUALIFICATIONS

Education:

In addition to a basic university degree, an advanced university degree in Business Administration, Finance or Accounting, or professional qualification equivalent to an advanced university degree (e.g. chartered accountancy qualification such as CMA, CIMA, CPA; ACCA among others) is required.

Knowledge and Skills:

Technical knowledge and skills:

Advanced accounting/financial management skills to produce or maintain complex management or accounting reports.

Advanced analytical skills to produce accurate and clear budget or financial reporting, especially spread sheet and word processing applications.

Communication skills in order to transmit financial and budget information to stakeholders.

Project management skills.

Understanding of financial and administrative regulations, rules and procedures in international organizations.

Familiarity with International Public Sector Accounting Standards (IPSAS) would be an advantage.

Advanced ERP software and/or IT skills; experience with Oracle EBS would be an advantage.

Behavioural Skills:

The incumbent must have the following interpersonal capabilities: To relate to and build relationships with colleagues; to communicate complex abstract ideas to an audience of informed people and understand ideas when communicated by others; to persuade others to a point of view using facts; to present technical facts to knowledgeable specialised audiences; and to work as a member of a team, relating to others, while working independently to achieve his/her objectives.

Confidentiality skills in order to ensure that information is accessible only to those that are authorized to have access.

Work Experience:

At least 2 years of relevant experience, ideally in International Organizations or similar entities.

Languages:

Excellent knowledge of English, including ability to draft clearly and concisely (at a level corresponding or equivalent to a minimum of C1 according to the Common European Framework of Reference for Languages (CEFR)). Good knowledge of French and Spanish is desirable.

The language skills of shortlisted candidates will be assessed as part of the selection process.

Additional Information:

Only applications from nationals of WTO Members will be accepted.

For WTO staff members on fixed-term or regular contracts, only those who have spent minimum two years on their current post are normally considered eligible to apply, as per administrative memorandum 976 paragraph 46.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 24 months, and may subsequently be called upon as and when the need arises for additional resources.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW

Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: <https://erecruitment.wto.org>.
The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the closing date – Geneva (Switzerland) time – stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE ACCEPTED

The WTO is a non-smoking environment.