



INTERNATIONAL
COFFEE
ORGANIZATION

ED 2461/24

29 April 2024
English only

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Post of Finance Officer

1. The Executive Director wishes to inform ICO Members and members of the Private Sector Consultative Board that the Organization is recruiting for the post of Finance Officer.
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 13 May 2024**). 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.



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FINANCE OFFICER P-01

Posting Title:	Finance Officer
Grade Level:	P-01
Department/Office:	Finance and Administration Division
Duty Station:	London, United Kingdom
Type of contract:	Fixed term
Estimated Start Date:	Immediate
Closing Date for Application:	13 May 2024

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.

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 various aspects of accounting (invoicing, expense data entry to ERP, purchase order control, collection of contributions and other accounts related tasks), and some ad-hoc administrative tasks under the direct supervision of the Head of Finance and Administration, including but not limited to:

General:

1. Receiving, reviewing and 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 the Head of Finance and Administration; valid and rigorous recording of transactions through Accounts payable and receivable modules and manual journal entries by ensuring that the related general ledger accounts are reconciled against the budget lines every month.
2. Organizing purchase orders requested by staff while ensuring proper approval by direct supervisor, the 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 each general ledger account 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 the Foreign and Commonwealth Office and Local Government; and reconciling the outstanding balances, claimed amounts, and refunded amounts periodically.
7. **Responsible for the payment terms and conditions of all the contracts and agreements for the Administrative and other funded accounts**
8. Monitoring Member contribution accounts, informing the Administrative 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.
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 the 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 fund 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.

	Skills and required qualifications
Education and experience	<ul style="list-style-type: none"> - At least a university degree with a combination of relevant academic qualifications in finance and/or accounting. - Would be an advantage to have ACA/ACCA - Accounting experience in a comparable organization or company for at least five years
Language(s)	<ul style="list-style-type: none"> - Excellent command of the English language, oral and written. - A working knowledge of at least one of the other official languages of the Organization (Spanish, French and Portuguese) is desirable.
Specialized knowledge	<ul style="list-style-type: none"> - Good working IT skills for SAGE or other Accounting/Financial application software, MS365, Excel, Word and PowerPoint. - Ability to establish and maintain good working relations with staff and external contacts. - Excellent organizational abilities and high degree of initiative and judgement. - Flexibility in working hours and the ability to work under pressure and time constraints.
How to apply	
<p>The ICO only accepts duly completed applications sent to ed@ico.org by 13 May 2024 with:</p> <ol style="list-style-type: none"> 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. <p>Only shortlisted candidates will be contacted. For further information please refer to: www.icocoffee.org</p>	
<p>No Fees:</p> <p>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.</p>	