

IEA # 584
UBW # 100165



Budget Officer

Reports to: Finance Planning and Reporting Manager

Location: Cairo, Egypt

Advertisement date: 23 September 2018

Closing date: 20 October 2018
(or until the position is filled)

Main purpose of position

The Budget Officer provides primary assistance to the Finance Planning and Reporting Manager with the Center-wide budget preparation, monitoring, and control, ensuring compliance with the ICARDA Budget Policy and Guidelines, structures and standards.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by CGIAR, a global research partnership for a food-secure future.

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Dalia Bldg. 2nd Floor | Bashir El Kassar Street, Verdun Area | P.O. Box 114/5055 | Beirut, Lebanon
Tel: +961-1-813301/3 | Fax: +961-1-804071

Main responsibilities

- Coordinate with program directors and department heads the development of results-focused, activity-based budgets of the programs and departments.
- Determine the appropriate cost components of defined activities, the nature and drivers of each costs for appropriate management and control.
- Provide advice, guidance, direction to programs' and departments' personnel to carry out work plans and activities, consistent with established policies.
- Work closely with program directors and department heads to maintain a focus on current and future financial needs in order to satisfy business growth.
- Communicate effectively on the approved budgets with all concerned programs and departments.
- Conduct budget control procedures and approve the operation expenses documents on a daily basis;
- Assist in the development and/or enhancement of the budget-related policies, procedures and guidelines, including Full Cost Recovery programs and mechanisms.
- Communicate effectively with, and build the capacity of, relevant departmental staff on budget-related policies, procedures and guidelines, ensuring that responsibilities, authorities and accountabilities are clearly defined and well-understood by all stakeholders.
- Effectively use the Unit 4 Business World (U4BW) system to perform financial transactions and produce reports.
- Prepare financial statements that will compare actual costs with budgets, showing variances, disclosing the reasons for them, and taking any appropriate action based on the analysis of the variances reports.
- Conduct variance analysis and regularly provide summary reports, including recommendations to address the variances.
- Assist with external/internal audits and act as liaison with external/internal auditors.
- Perform other related functions that may be assigned from time to time.

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Education, qualifications and experience

Essential qualifications and competencies

- An advanced University Degree in Finance or Accounting, and CPA or CA qualification. A Bachelor degree will be accepted with additional relevant experience.
- A minimum of 7 years of experience in senior-level budget or finance management position.
- Knowledge of finance, accounting, budgeting, and cost control principles including International Financial Reporting Standards.
- Knowledge of and experience with automated financial and accounting reporting systems.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Working knowledge of short and long-term budgeting and forecasting, rolling budgets, and program's or department's sustainability analysis.
- Excellent oral and written communication skills in English
- Interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
- Work requires willingness to work a flexible schedule.

Desirable qualifications and competencies

- Knowledge of full cost recovery concepts and practical application
- Experience in an international non-profit organization

Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave, 15 days' paternity leave. The successful candidate will be offered an initial contract of 3 years, renewable subject to satisfactory performance. The first year will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by 20 October 2018.

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from qualified women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.