



International Sugar Organization

1 Canada Square
Canary Wharf
London E14 5AA

EXECUTIVE DIRECTOR

MEMO(11)08

English only
14th March 2011

Vacancy Notice

Head of Finance and Administration

The Executive Director of the International Sugar Organization (ISO) wishes to announce a vacancy for the post of Head of Finance and Administration with effect from 1st September 2011 at the category P4 in the United Nations Common System of Salaries, Allowances and Benefits (ICSC).

The post description and the details of the terms and conditions are attached.

Candidates are invited from within the Membership of the Organization (<http://www.isosugar.org>) to apply in writing by latest 29th April 2011 to:

The Executive Director
International Sugar Organization
One Canada Square
Canary Wharf
London E14 5AA

E-mail: exdir@isosugar.org
Fax: +44 20 7513 1146

Head of Finance & Administration of the International Sugar Organization:

Requirements:

Under the direction of the Executive Director of the ISO, the Head of Finance & Administration will be responsible for all the administrative, personnel and financial functions, and will be expected to:

- (i) exercise a high level of integrity, professionalism, discretion, accuracy and organisational and planning skills;
- (ii) have good communication skills;
- (iii) use initiative and diplomacy;
- (iv) work in a cross cultural environment;
- (v) work under pressure and to deadlines.

Professional experience and skills:

- (i) University degree in financial accounting or recognized professional qualification;
- (ii) 4/5 years experience in the financial sector. Experience within the UN system or other international organization would be an advantage;
- (iii) Proficiency in the English language; knowledge of one or more of the official languages of the Organization (French, Spanish, Russian) would be an advantage;
- (iv) Computer skills and knowledge of Sage accounting system.

Duties:

The functions will be under three main categories, namely:

- (a) Financial
- (b) Administration
- (c) Meetings and conferences

(a) Financial duties:

The Head of Finance & Administration shall perform the following:

- (i) Daily financial duties including maintenance of all accounting records, banking, reconciliations, accounts payable and receivable and correspondence relating thereto;
- (ii) Implementing and maintaining internal financial controls including the revenue arising from Members contributions;
- (iii) Dealing with correspondence with the UK Inland Revenue;
- (iv) Preparation and control of the annual budget and forecasts;
- (v) Preparing the year end accounts of the ISO in line with International Financial Reporting Standards and correspondence with the auditors;
- (vi) Calculation of allowances under the UN Common System;
- (vii) Payroll administration;
- (viii) Administration of the Provident Fund scheme in accordance with the Trust Deed and correspondence with the Trustees;
- (ix) Preparation of the yearly Provident Fund accounts;
- (x) Supervision of revenues and costs arising from ISO publications and ISO events.

(b) Administrative duties:

Under the immediate supervision of the Executive Director to deal with:

- (i) Daily administrative duties to ensure the proper upkeep and safeguard of the ISO premises and its assets including the printing and I.T. equipment;
- (ii) Staff queries and correspondence in relation to the Staff Rules and to assist in recruitment of both staff and interns;
- (iii) Any legal issues in relation to the lease of the premises and to assist in the rent review negotiations;
- (iv) Correspondence and contacts with the Foreign and Commonwealth Office in relation to the Headquarters Agreement and other matters.

(c) Meetings, Seminars and Conferences:

- (i) Prepare the Agendas, Briefs and Decisions of the Administrative and Council meetings of the ISO and all documentation for the Administrative Committee;
- (ii) Arranging and organizing the venues in UK and overseas of ISO meetings including the hiring of interpreters & reporter, sound facilities and equipment, booking venues for receptions and arranging other related functions;
- (iii) Dealing with delegates requests/requirements;
- (iv) Any other relevant activities as instructed by the Executive Director.

Salary:

The post is at P4 level in the United Nations Common System of Salaries, Allowances and Benefits (ICSC).

Salary is composed of:

- (i) A net annual base salary which is currently at US\$72,373 at the dependant rate or US\$67,395 at the single rate;
- (ii) A post adjustment element which varies monthly, using a multiplier factor, at present 63.5% of the net salary of March 2011.

The US\$ salary is converted each month into UK Sterling using the current exchange rate as advised by the UN. Salaries are exempt from UK Income Tax.

Other entitlements are:

- (i) Dependency allowance (currently US\$2,929 per annum per child);
 - (ii) Provident Fund contribution at 15.8% of annual pensionable remuneration (currency US\$136,672 per annum);
 - (iii) Group life insurance cover;
 - (iv) National Insurance contributions;
 - (v) Education grant and home leave if applicable.
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