

**Job title: Accounting Assistant**

**Purpose of the role:** implement activities and procedures to ensure that financial operations are carried out smoothly, effectively and efficiently with accurate and timely records available as required.

**Unit description:** we are responsible for ensuring ICCROM has embedded tailored management techniques, systems and processes to strengthen organisational sustainability, development, compliance and reporting.

**Office description:** we manage accounting activities and provide administrative support for accountability of financial resources, developing budget-related activities to ensure economic sustainability.

**Main functions**

The role involves, but is not limited to, the following functions:

1. Maintain and develop the management of the online invoicing cycle to Member States (determination of the scale of assessment, monitoring the monthly percentage of income, advice in case of doubtful contributions, etc.).
2. Ensure that invoices (e.g. to procurement and direct invoices) received are checked, processed and paid in a timely fashion.
3. Check staff expense claims and corporate credit cards in order to ensure that they are accurate, entered into the system and paid accordingly.
4. Assist in the timely and accurate elaboration of periodic financial reports.
5. Perform other duties as assigned consistent with the staff member's background and experience and the needs of the Organization.

**Key shared accountabilities**

In collaboration with other colleagues the holder of this position will have these key accountabilities:

1. Together with Administration Unit colleagues, act as the contact point for correspondence with Member States related to the payment of their regular contributions and other administrative issues.
2. Liaise with office colleagues to assist as remote banking users to ensure that bank accounts are checked properly and on daily basis.
3. Assist office colleagues in the management of petty cash and ensure related registration in line with internal guidelines.
4. Collaborate with the ICCROM Units to ensure that accounts payable from voluntary contribution activities are accurately calculated for invoicing by the Unit concerned.
5. Collaborate as necessary with colleagues at the Regional Office on accounting-related issues in close coordination with the Administration Manager.

**Budget responsibility:**

No

**Main relationships**

Reports to: Accounting and Finance Supervisor

Supervise roles: interns if needed

Other relevant relationships:

Establish effective working relationships with cross-functional partners, external suppliers, and other main stakeholders. Provide encouragement, training and support to other staff members on administrative and financial issues as appropriate.

### Technical knowledge

1. Excellent knowledge of main financial and economic systems (accounting systems, proficiency use of Excel, reporting systems) and procedures.
2. Deep understanding of accounting principles and accounting work together with strong financial acumen and attention to detail.
3. Good knowledge of SAP (Accounting module) or similar ERP systems.
4. Qualification in finance or economics.
5. Fluency in English or French, with knowledge of the other and any other language as an advantage.

### Organizational competencies

ICCRROM is a small organization, when defined in numbers of staff, with a very large remit. All of our people need to ensure that they demonstrate the required behaviours in order that we can deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders. We are an ambitious organization and know that we can only achieve that ambition through pulling together and using the behaviours that will allow us to optimize our contribution. These are important to all of our roles and are essential for everyone.

- **Communication**

We engage in honest, respectful, two-way communication. We actively listen and seek opportunities to share and engage with colleagues and stakeholders. We consider the best way to share information and willingly engage in discussion with others. We are open, honest and transparent and give and receive clarity.

- **Collaboration and teamwork**

We show respect to every colleague and value their expertise, contribution and perspective. We trust each other to be the best they can be and give help and support when it's needed. We willingly share resources, ideas and efforts. We actively engage with others and help them to be the best they can be and create win-win solutions.

- **Flexibility**

We remain optimistic about what we do and have a positive 'can do' attitude. We look for solutions and are proactive in driving performance. We take responsibility for planning, managing risks and getting things done through being helpful and flexible in our approach. We look to build on team strengths and are always willing to step in when additional support is needed.

- **A learning organization**

We take opportunities to learn, to share learning and to encourage colleagues to do the same. We try new things and experiment in order to help ICCROM work successfully with others. We look at things from different perspectives; seeking alternative views and finding ways to become even better at what we do.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the worker and will be communicated by written notification.

**Date:** 18/10/2022

Line Manager	Human Resources	Post Holder
		