



# International Sugar Organization

1 Canada Square  
Canary Wharf  
London E14 5AA

**EXECUTIVE DIRECTOR**

**Memo(22)29  
(English only)**

**26 May 2022**

## 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 1<sup>st</sup> October 2022 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 set out below.

Candidates are invited only from states within the Membership of the Organization ([www.isosugar.org](http://www.isosugar.org)) to apply in writing as soon as possible and **no later than 30<sup>th</sup> June 2022** to:

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

E-mail: [exdir@isosugar.org](mailto:exdir@isosugar.org)

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## **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 & people skills.
- (iii) Use initiative and diplomacy.
- (iv) Operate in a cross-cultural environment.
- (v) Work under pressure and sticking to deadlines.
- (vi) Ability to work well with others and in a team.
- (vii) Attention to detail and thoroughness.

### **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 beneficial.
- (iii) Excellent working knowledge of English. Knowledge of one or more of the other official languages of the Organization (French, Spanish, Russian) would be an advantage.
- (iv) Knowledge of, and practical experience, of applying recognised accounting standards.
- (v) Computer skills and knowledge of Quickbooks (or similar) accounting system.
- (vi) Previous experience within the commodities sector would be an advantage.

### **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, VAT 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 FRS102 the Financial Reporting Standard and correspondence with the auditors.
- (vi) Calculation of applicable 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) Supervise revenues and costs arising from ISO publications and 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 safeguarding of the ISO premises and its assets including the I.T. systems.
- (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 Commonwealth and Development Office (FCDO) in relation to the Headquarters Agreement and other matters.
- (v) Management and supervision of the staff of the Organization, with emphasis on the P.A. to the Head of Finance and Administration.
- (vi) Enforcing compliance with health, safety and security of staff and environmental standards at the office.

**(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 and Council meetings.
- (ii) Arranging and organizing the venues in UK and overseas of ISO meetings including the hiring of interpreters & reporter, sound facilities and equipment, arranging venues for receptions and other related functions.
- (iii) Dealing with delegates requests/requirements.
- (iv) Travel abroad for activities of the organization.
- (v) 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).

Other entitlements are:

- (i) Dependency allowance.
  - (ii) Provident Fund contribution at 15.8% of annual pensionable remuneration.
  - (iii) Group life insurance cover.
  - (iv) National Insurance contributions.
  - (v) Education grant and home leave, if applicable.
  - (vi) 30 days annual leave plus public holidays.
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