

# ICMPD Job Profile

## Junior Finance Officer - Kyrgyzstan<sup>1</sup>

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### Functional Overview

Working closely with the Head of Office, Resource Management and Project teams, the Junior Finance Officer (JFO) provides day-to-day operational and administrative support to financial management activities at the local level. The JFO supports accounting, budgeting, reporting, and compliance processes by carrying out routine financial tasks under established procedures and guidance from senior finance staff. The JFO contributes to the accuracy, timeliness, and completeness of financial records and supports the smooth functioning of local financial operations in line with the Financial Regulations of ICMPD and the relevant policies, donor requirements, and guidance of the supervisor(s).

### Key Results

**Accounting, Payments, and Petty Cash Management:** Routine accounting activities are effectively supported, including the posting and verification of invoices, VAT/WHT refunds and claims, and related supporting documentation, ensuring accuracy and completeness of financial records. Financial transactions are posted in the ERP system, and payments are prepared in full compliance with internal control and approval procedures.

Petty cash and banks operations are administered, with proper handling of cash ensured through the processing of small cash payments, maintenance of petty cash and bank records, and preparation of petty cash reconciliations and reports in accordance with established rules.

**Budget Monitoring and Financial Reporting Support:** Basic budget activities are supported in the ERP system and periodic financial summaries are prepared, contributing to accurate budget monitoring. Financial data are compiled for internal and donor reporting, with consistency of figures ensured through proper verification and supporting documentation. Re-bookings and corrections are processed under guidance, cost allocation and cost recovery activities are supported as instructed, ensuring compliance with established financial rules and procedures.

**Documentation, Archiving, and Audit Support:** Financial documentation is properly prepared, verified, and archived in line with organisational and donor requirements, ensuring completeness and traceability of records. Documentation for audits and verifications is prepared, and responses to routine audit queries are supported under guidance. Orderly and traceable financial records are maintained in both physical and electronic formats, contributing to audit readiness and compliance with established procedures.

**Coordination and Administrative Support:** Administrative support is provided to finance colleagues, and routine financial queries from project and administrative staff are addressed as a first point of contact. Additional finance-related tasks and back-up functions are carried out as assigned, ensuring continuity and reliability of financial operations.

### Required Expertise

- Capability to apply and interpret Financial Regulations and Rules.
- Basic knowledge of accounting principles and financial processes.
- Familiarity with invoice processing, payments, petty cash handling, and financial documentation.

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<sup>1</sup> This job is classified at LP1.

- Basic understanding of VAT and tax-related procedures.
- Experience using ERP systems (e.g. SAP or similar) and Microsoft Excel.
- Attention to detail and ability to follow established financial procedures.
- Capability to effectively work within the team, contribute to the team by creating a supportive and collaborative team spirit, while remaining mindful of the need to collaborate with stakeholders outside the immediate area of responsibility.

### **Qualifications, Experience and Language Skills**

- Master's degree in finance, accounting, business administration, or a related field.
- Minimum of 1 year of relevant work experience in finance, accounting, or administrative support functions.
- Experience in handling petty cash, VAT, or tax-related documentation.
- Proficiency in verbal and written English ; knowledge of local or additional languages is an asset.
- Proficiency in standard IT tools (Excel, Word, Outlook); experience with ERP systems is an advantage.