



International Sugar Organization

1 Canada Square
Canary Wharf
London E14 5AA

EXECUTIVE DIRECTOR

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English only**

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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 October 2022 at category P4 in the United Nations Common System of Salaries, Allowances and Benefits (ICSC). Salary is paid in sterling and full details are on page 4.

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

Candidates are invited only from states within the Membership of the Organization (these include the EU and UK – listed at <http://www.isosugar.org/membership/our-members>).

Candidates are requested to apply in writing by **15 July 2022** to:

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

E-mail: exdir@isosugar.org
Telephone: +44 20 7513 1144

Head of Finance & Administration:

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) work in a cross-cultural environment.
- (v) work under pressure and to deadlines.
- (vi) ability to work well with individuals 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 organizations would be beneficial.
- (iii) Excellent working knowledge of English. Knowledge of one or more of the official languages of the Organization (French, Spanish, Russian) would be an advantage.
- (iv) Knowledge, 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 communications required with UK HMRC.
- (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 IT 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 office premises and to assist in the rent review negotiations.
- (iv) Correspondence and contacts with the Foreign Commonwealth and Development Office 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 & Administration.
- (vi) Enforcing compliance with health, safety and security of staff and environmental standards at the office premises.

(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, booking venues for receptions and arranging other related functions.
- (iii) Dealing with delegates requests/requirements.
- (iv) Travel abroad for 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). This equates to over £90,000 after tax income. ISO Salaries are exempt from UK Income Tax.

Other entitlements are:

- (i) Dependant allowance for qualifying children (currently £1,898 p.a.).
- (ii) Provident Fund contribution at 15.8% of annual pensionable remuneration (this equates to £20,000).
- (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.

Other benefits:

- (i) Flexible working hours available, including hybrid working from home and in office.
- (ii) Consideration will be given to candidates seeking a 4-day week, with remuneration adjusted pro-rata.
- (iii) Accessible location in Canary Wharf.
- (iv) Candidate selected will be provided with comprehensive handover by incumbent.