

FINANCIAL CONTROLLER – P5

The Financial Controller will lead and direct the financial activities of IRENA, including financial and management accounts, financial planning, costs and budgets and financial reporting to ensure all financial transactions are accounted for and is available to support senior management decision making. In addition, the Financial Controller will define and implement the organisation of the Finance department with appropriate, effective and reliable accounting systems.

Organizational Setting and Reporting Relationships:

The Financial Controller will be located at the IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates. He/ She may be required to travel internationally from time to time to fulfil his/her duties.

He / She will be reporting directly to the Manager of Site Support.

The duration of the contract will be 3 years with the potential to renewal.

Grading:

P5

Responsibilities: Within delegated authority the Financial Controller will be responsible for the following duties:

- To direct the development and implementation of new accounting systems suitable to IRENA's objectives and needs.
- To be responsible for the preparation of the annual organizational financial budget ensuring provision of sufficient resources and assets to attain organizational objectives.
- To supervise the preparation of monthly financial reports including expenditures, variances against budget, balance sheet etc
- To supervise the General Ledger accounting work to ensure that all revenues and costs are correctly allocated and monitored. This will include the preparation of regular reconciliations of accounts and its subsequent reporting.
- To undertake reviews of departmental operational objectives and all related financial policies affecting the organization's accounting and financial systems.
- To clearly identify strategic issues, opportunities and risks linked to both IRENA's overall objectives and that of the accounting function.
- To ensure staff compliance with the approved financial policies and procedures as well as being up to date of any new accounting and reporting standards.
- To ensure audit compliance and full sign off from external auditors.
- To organize the Finance department by the successful recruitment and implementation of finance and accounting staff with the assistance of HR.

Work implies frequent interaction with the following:

IDG, IRENA Executive Management Team, Manager of Site Support, Officials of Member States

Results Expected: To independently and successfully manage and supervises all IRENA's financial operation. To prepare and report all relevant financial information to the IDG, IRENA Executive Management Team, Manager of Site Support and Member States.

Competencies:

- **Professionalism:** Knowledge of accounting principles, procedures and standards; ability to apply conceptual, analytical and evaluative skills in accounting operations and provide technical advice to managers; ability to prepare reports or rationale with respect to key accounting decisions, including formulating new strategies and approaches in financial operations; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Continual awareness of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: An advanced university degree (Master’s degree or equivalent) in Business Administration, Finance, Accounting or related field. A professional accounting qualification such as a CPA (Certified Public Accountant) or CA (Chartered Accountant)

Experience: A minimum of ten years of progressively responsible professional experience in accounting, finance, budget, administration. Extensive knowledge of accounting principles (IFRS and/or IPSAS), procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations and provide technical advice to senior management.

Language: Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

Applications

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org under the reference **Application for Financial Controller** before 6th March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to

achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at www.irena.org