

SENIOR ACCOUNTANT – P3

The Senior Accountant will assist the Financial Controller in the management of the financial activities of IRENA and to be responsible for all general accounting, balance sheets and management accounts.

Organizational Setting and Reporting Relationships:

The Senior Accountant 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 Financial Controller

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

Grading:

P3

Responsibilities: Within delegated authority the Senior Accountant will be responsible for the following duties:

- To assist in the preparation of the General Ledger accounting work to ensure that all revenues and costs are correctly allocated and monitored including regular reconciliations of accounts.
- To prepare monthly financial reports including expenditures, variances against budget, balance sheet etc
- To analyse accounts, review and prepare financial reports and subsequently propose and implement solutions with respect to problem transactions and irregularities.
- To assist in the preparation of the annual organizational financial budget.
- To assist the Senior Financial Controller in the implementation of new accounting systems suitable to IRENA's objectives and needs.
- To assist in the undertaking of reviews related to financial policies affecting the organization's accounting and financial systems.
- To discuss with the Financial Controller any identified 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.

Work implies frequent interaction with the following:

Financial Controller, Manager of Site Support and any other Finance team member.

Results Expected: To ensure the successful day to day management of IRENA's financial operation under the supervision of the Financial Controller.

Competencies:

- **Professionalism:** Knowledge of accepted 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 to the Financial Controller, Manager of Site Support or IRENA Executive Management Team.
- **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:** 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; keeps clients informed of progress or setbacks; 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:** Keeps abreast 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. Either part or fully qualified professional accounting qualification such as CA (Chartered Accountant) or CPA (Certified Public Accountant).

Experience: A minimum of six 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 Senior Accountant** 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