



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.A.01.f
Job Profile: J1808**

Duration of Post: **Limited**
 Indefinite

| <i>Title</i> | <i>Category</i> | <i>Position Number</i> | <i>Grade</i> | <i>Duty Station</i> |
|---------------------|-----------------|------------------------|--------------|---------------------|
| Treasury Specialist | PRFP | 5300 | P-3 | Washington, DC |

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Department of Financial Resources Management (FRM) oversees the financial transactions of the Organization by establishing the accounting policies and procedures, in accordance with PAHO's Financial Regulations and Rules; processes the disbursements of funds; prepares the financial statements of the Organization; monitors the inflow of funding and utilization of these resources; is responsible for investments and banking, financial analysis, monitoring the cost centers' financial administration, payroll, pension, taxes, Staff Health Insurance, and the processes and systems involved with FRM's area of responsibility.

ORGANIZATIONAL CONTEXT

As Treasury Specialist, the incumbent's work involves interpretation and application of a wide range of finance and accounting principles and practices, and requires familiarity with investment and banking legislation, rules, and procedures, the International Public Sector Accounting Standards (IPSAS), the PAHO Financial Regulations and Financial Rules, PAHO Staff Rules, and the PAHO e-Manual, in order to monitor and supervise the activities of the team. The work impacts the funding of the budget, the reputation and credit standing of the Organization, as well as the daily operations of the Organization and its country offices.

The incumbent has constant contact with colleagues at all levels throughout the Organization, as well as external counterparts in banks and investment institutions, to negotiate and execute transactions, relationships and services. The work objectives are defined in the development of the annual performance plan and are reviewed periodically and upon completion of special projects.

SUMMARY OF RESPONSIBILITIES

Under the general guidance of the Director, Financial Resources Management (FRM), and the direct supervision of the Treasurer (FRM/FS), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

1) Operations

- a) Identify and implement best practices in treasury, accounting, and risk management in the operations of the Team;
- b) Ensure timely monitoring and reporting of financial risks;
- c) Develop and document all policies and processes regarding Treasury operations, including business continuity plans;
- e) Provide training and guidance to treasury and finance colleagues on treasury operations;
- f) Promote automation and simplification of tasks wherever possible;

2) Cash and investment management

- g) Manage the liquidity of headquarters and country office accounts;

- h) Create and maintain cash forecasts for different time horizons;
- i) Develop and maintain an active relationship with investment counterparts, and asset managers to obtain investment information and advice on financial markets;
- j) Contribute to the preparation of investment reports and other documents for senior management and the PAHO Investment Committee;
- k) Participate in the preparation for PAHO Investment Committee meetings;
- l) Monitor, review and report on the compliance of internally and externally managed funds as per investment policies and guidelines;
- m) Act as the key contact for KYC requests and other documentation from investment partners and banks;
- n) Follow up on payment execution and settlement of all treasury operations to ensure they are processed on time and without delays;
- o) Ensure efficient and error free processing of all treasury transactions with strict compliance to policies and procedures;

3) General Banking

- p) Develop and maintain an active relationship with banking partners to ensure efficient and cost-effective provision of services;
- q) Support country office banking requirements;
- r) Act as authorizing signatory on all payments issued at Headquarters;
- s) Oversee the maintenance of bank signatory panels, database and files; review requests for new signatories; oversee the issuance of all correspondence related to bank accounts;
- t) Review monthly bank reconciliations for corporate accounts and ensure timely clearance of outstanding reconciling items;
- u) Monitor and analyze the banking fees on a regular basis to ensure they reflect agreed conditions;

4) Other Duties

- v) Manage the credit card program by providing advice to cardholders, monitoring and reporting the activity on credit cards and ensuring compliance with policies;
- w) Prepare the financial notes for the Financial Report to the Director;
- x) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others/Deal effectively with conflict - Creates team spirit; promotes collaboration and open communication in the team; proactively supports others; welcomes team responsibilities and drives team results; promotes knowledge sharing in the team. Proactively identifies conflicts and facilitates their resolution in a respectful manner; tactfully resolves conflicts between or with others and takes action to reduce any possible tension; effectively builds a rapport with individuals and teams, establishing good personal and professional relationships, as well as minimizing risk of potential conflict.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking/Listen/Write effectively/Share knowledge - Foresees communication needs of audience and targets message accordingly. Facilitates open communication; encourages others to share their views openly and takes time to understand and consider their views. Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures.

Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results/Take responsibility - Prioritizes work, monitors own progress against objectives and adapts plans as required; communicates adjustments as necessary. Acts proactively and stimulates action as needed; handles problems effectively and constructively. Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own time lines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Make proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

Moving forward in a changing environment: Propose change/Adapt to change - Actively supports Organizational change initiatives and demonstrates personal commitment to them, including when faced with new demands; proposes workable solutions to challenging situations. Engages in positive responses to a changing environment and promotes workable solutions to achieve own and team's results. Welcomes, and actively seeks to apply, new ideas, approaches and working methods and technologies in order to improve own and/or team's work processes and results; demonstrates commitment to Organizational change initiatives.

TECHNICAL EXPERTISE

- Knowledge of current best practices in financial management, with specific emphasis on accounting standards, internal control tools, treasury and investment operations and risk management.
- Strong analytical skills in the review of financial alternatives in investing, banking services and accounting transactions.
- Strong supervisory skills including team building, training and performance assessment.
- Ability to establish and maintain collaborative relationships within and outside the Organization to support the banking and investment requirements of the Organization's programs.
- Strong organizational and analytical skills, complemented by excellent communication and interpersonal skills combined with the ability to write, speak and present in a clear and concise, diplomatic, tactful and courteous manner.

EDUCATION

Essential: A bachelor's degree in accounting, business administration or finance from a recognized university.

Desirable: Professional certification in Accounting (CPA or CA), Investment Management (CFA), or Treasury Management (CTP) is highly desired. A master's degree in accounting, finance, or business administration would be an asset.

EXPERIENCE

Essential: Seven years of combined national and international experience in accounting and/or finance, with at least two years of supervisory experience. Experience with International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) required.

Desirable: Experience in managing investment portfolios would be an asset. Experience working with Workday Financial Management Modules or ERP would be an asset.

LANGUAGES

Very good knowledge of English or Spanish, with a working knowledge of the other. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, Teams, SharePoint and Outlook. Experience with complex ERP systems particularly regarding financial, accounting, and/or administrative operations. Other IT skills/knowledge of report writing or other data management tools such as Visio, Access and Project, would be an asset.