



Vacancy

Department:	Executive Office
Division:	Finance Division
Post:	Finance Officer
Classification:	Professional
Salary Level:	A competitive salary and benefit package based on experience are offered
Term:	Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications for the position of Finance Officer from qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

I. Duties:

Reporting to the Head, Finance Division, the Finance Officer is responsible for processing the financial transactions of the organization, ensuring financial transparency, accuracy, and consistency; supporting the program planning and budgetary processes of all office/directorates; and coordinating with external parties relating to the financial operations of the organization.

Specific Duties:

1. In compliance with the APO's Financial Regulations and all other related rules and internal guidelines, facilitate the smooth operations of the Secretariat, including approving payments, taking corrective action as required, drafting financial statements in compliance with IFRS, and preparing for external auditing;
2. Review and ensure that accounting and financial records are maintained in compliance with approved policies and procedures;
3. Proactively recommend the development or enhancement of financial procedures, policies, guidelines, systems, and internal controls;
4. Provide support in preparing the APO annual budget, program, and finances for submission to the APO Governing Body, including monitoring, analyzing, and drafting reports on the utilization of budgetary resources and allocations and financial performance;
5. Support the preparation and implementation of the annual Governing Body Meeting (GBM) and Workshop Meeting of Heads of NPOs (WSM) and provide assistance in drafting annual financial reports and any other financial management reports and documents required or as requested;
6. Contribute to ensuring consistent application and compliance with the APO's financial policies relating to the implementation of APO projects as decided by the Governing Body as well as by the Secretary-General and ensure that all updates and changes are incorporated accurately;

7. Contribute to the collection and analysis of data as well as identification of trends, patterns, and/or anomalies and take proactive actions to correct them as necessary;
8. Identify and resolve finance-related issues and escalate complex cases to the Head as necessary;
9. Assist in providing guidance within the Secretariat from a financial and internal controls perspective on project management and operational matters, including contracts, procurement, travel, and staffing;
10. Guide the staff of the Finance Division, including planning and discussing individual work plans and integrating and coordinating work; and
11. Perform such other duties as may be assigned by the Head, Finance Division.

II. Minimum Qualifications:

1. Experience:

- A minimum of five years of experience in international organizations, government institutions/agencies, the public sector, or large multinational private corporations in a professional and managerial position(s) in finance and accounting applying international accounting standards.
- Proven ability in preparing annual financial reports and managing audit processes.
- Proven ability to establish effective working relations in a multicultural team environment.
- Experience in ERP system implementation is an advantage.

2. Education:

- Advanced university degree (Master's degree or equivalent) in accounting, business administration, finance or other related fields. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Certification or recognized professional qualifications in finance and accounting such as CPA, ACCA, and CIMA is desirable.

3. Mindset:

- Strategic, innovative thinker with strong analytical abilities.
- Ability to multitask, undertake cross-functional work, and deliver results under tight deadlines.
- Consultative, with a strong teamwork and team-building orientation.
- Attention to quality, accuracy, and detail.

4. Language and Communication:

- Excellent interpersonal, negotiation, and communication skills in multicultural environments and international settings.
- High level of proficiency in both written and spoken English. Native-level fluency in Japanese is an advantage.