



**Appointment of the
Head of Finance and Administration**

1. The Executive Director presents his compliments and wishes to inform Members of the Organization that, after having undertaken the required procedures as stipulated in Rule 48 of the Rules of the International Coffee Organization, he has decided to promote Ms Tomoko Hayashi to the post of Head of Finance and Administration of the Organization. Ms Hayashi has been acting Head of Finance and Administration since the departure, at the end of August 2019, of the previous incumbent.
2. A copy of Ms Hayashi's *curriculum vitae* is attached.

PERSONAL PROFILE

PERSONAL DETAILS

Name: Tomoko Hayashi
Nationality: Japanese
Gender: Female
City of Birth: Osaka
Country of Birth: Japan

EDUCATION

A) Higher Education

Establishment/City/Country	From	To	Qualification	Title
University of Liverpool Liverpool/UK (partially distant)	Dec-2013	Dec-2016	MBA	Master of Business Administration – Management and Finance
University of Minnesota, Carlson School of Management / Minnesota/USA	Sep-1987	May-1992	Bachelor's Degree	Bachelor of Science – Accounting and Finance

B) Other professional qualifications, training, courses in professional or related field

PROFESSIONAL QUALIFICATION

Certified Public Accountant (USA) – Member (No. 82897) of American Institute of Certified Public Accountant since November 1998. Licensed by California Board of Accountancy.

TRAINING

Establishment/City/Country	From	To	Qualification	Title
International Public Sector Accounting Standards (IPSAS) Diploma Course London/UK	Jan-2017	Jan-2017	Diploma in IPSAS	International Public Sector Accounting Standards
Drive for Results, Managing people (FAO) Rome/Italy	Apr-2016	Jun-2016	Certificate	Managing People Driving for Results
IPSAS Revenue Recognition London/UK	Oct-2015	Oct-2015	Certificate	IPSAS Revenue course
IPSAS Financial Disclosure London/UK	Oct-2015	Oct-2015	Certificate	IPSAS Financial Disclosure
Performance Coaching Pilot Programme (UNICEF) Copenhagen/Denmark	May-2013	Sep-2013	Certificate	Certificate from CTI Co. Ltd

Establishment/City/Country	From	To	Qualification	Title
Performance Coaching as a supervisor Performance Management Skill Courses Copenhagen/Denmark	Sep-2012	Sep-2012	Certificate	Certificate
Management Leadership Skills Copenhagen/Denmark	Apr-2012	May-2012	Professional Training	Certificate
UN Competency Based Interview as a supervisor Copenhagen/Denmark	Mar-2012	Mar-2012	Professional Training	Certificate of Completion
Competency Based Interviewing Skills Budget Holder Training Course Rome/Italy	Jul-2009	Jul-2009	Professional Training	Certificate of Completion

LANGUAGE SKILLS

United Nations Language Proficiency Examination	English: 20-Nov-2003
United Nations Language Intermediate Examination	French: 11-Nov-2015
Mother Tongue	Japanese
Basic skills	Italian/Chinese

COMPUTER SKILLS

Email/Internet	Working knowledge
IT Skill (Other) ORACLE, SAP (Financial)	Working knowledge
MS Access or databases	Working knowledge
MS Excel	Working knowledge
MS Outlook	Working knowledge
MS PowerPoint	Working knowledge
MS Word	Working knowledge

WORK EXPERIENCE

FIELDS OF EXPERTISE

Internal Auditing	12 or more years of experience
Financial Auditing	From 7 to 9 years of experience
Internal Control Review	12 or more years of experience
Accounting	12 or more years of experience
Budget Planning	From 7 to 9 years of experience
Financial Analysis and Reporting	12 or more years of experience
Financial Business Analysis	12 or more years of experience
Financial Operations - Accounts Receivable/Payable	12 or more years of experience
Financial Systems - Development/Maintenance	12 or more years of experience
General Administration	From 5 to 6 years of experience
Inventory and Supplies	From 7 to 9 years of experience
Logistical Support Services	From 7 to 9 years of experience
Procurement	From 7 to 9 years of experience
Purchasing	From 7 to 9 years of experience

EMPLOYMENT RECORD

Name of Employer:	International Coffee Organization (ICO)
Job Title:	Acting Head of Finance and Administration
From/To:	Sep-2019 / Present (4 Months)
City/Country:	London, UK
Supervisor:	José Sette, Executive Director
Number and kind of employees supervised:	2 Professional Staff and one Consultant

Name of Employer:	International Coffee Organization (ICO)
Job Title:	Finance and Budget Officer
From/To:	Apr-2018 / August 2019 (1 Year - 5 Months)
City/Country:	London, UK
Supervisor:	José Sette, Executive Director
Number and kind of employees supervised:	2 Professional Staff

Name of Employer: Food and Agriculture Organization of the UN (FAO)
Job Title: Finance Officer – Head of Contributions and Accounts Receivables
From/To: Jan-2014 / Apr-2018 (4 Years - 4 Months)
City/Country: Rome, Italy
Supervisor: Aiman Hija, Director of Finance and Treasurer
Type of Business: UN Common System Organization
Number and kind of employees supervised: 4 General Service Staff and Consultants

Name of Employer: UNICEF
Job Title: Accounting Manager-Supply Division
From/To: Jan-2012/Jan-2014 (2 Years)
City/Country: Copenhagen, Denmark
Supervisor: Ann Hasselbalch, Chief of Operations
Type of Business: UN Common System Organization
Number and kind of employees supervised: 6 Staff

Name of Employer: Food and Agriculture Organization of the UN (FAO)
Job Title: Finance Officer – Project Financial Section
From/To: Jul-2003/Jan-2012 (8 Years - 7 Months)
City/Country: Rome, Italy
Supervisor: Charlotta Oqvist, Head of Project Accounting Service
Type of Business: UN Common System Organization
Country of Assignment: Italy Employer
Number and kind of employees supervised: 3 to 4 General Staff and Consultants

Name of Employer: UNV (UNISTAR)
Job Title: Finance Consultant
From/To: Sep-2002/Feb-2003 (6 Months)
City/Country: Ulan Bator, Mongolia
Supervisor: D. Dorilgsuren, Chairman and CEO
Number and kind of employees supervised: 10 local staff

Name of Employer: Moet Hennessy Louis Vuitton Fashion Group, Co. Ltd.
Job Title: Business Planning - Control - Associate Manager
From/To: Jul-2000/Sep-2002 (2 Years - 3 Months)
City/Country: Tokyo, Japan
Supervisor: Yoshinori Araki, Treasurer
Type of Business: Private Sector
Number and kind of employees supervised: 5 assistants

Name of Employer: Shimadzu Medical Systems, Inc.
Job Title: Accounting manager
From/To: Aug-1995/Dec-1999 (4 Years - 5 Months)
City/Country: Los Angeles, USA
Supervisor: Donald Karle, Director of Finance
Type of Business: Private Sector
Number and kind of employees supervised: 5 local staff

Name of Employer: PriceWaterhouse Coopers/Ernst & Young, LLP
Job Title: Senior Auditor
From/To: Jan-1992/Aug-1995 (3 Years - 8 Months)
City/Country: Los Angeles, USA
Supervisor: Yasunori Nagaoka, Audit Principal
Type of Business: Public Audit Firm
Number and kind of employees supervised: 3 to 7 depending on assignments