

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 10-Mar-1998

HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

PRINCIPAL ASSISTANT (CO-ORDINATION OF EXPENDITURES) (GRADE B5) ACCOUNTING DIVISION, BUDGET AND FINANCE SERVICE

Closing date for applications: 7 April 1998

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

Under the general guidance of the Manager of the Expenditure Section, the main responsibility of the post-holder will be to co-ordinate budgeting control and accounting for commitments and expenditures other than salaries, consultants and missions. A major part of these responsibilities include the daily processing of all invoices and commitments . The post-holder will contribute to the reform of expenditure processing internal accounting controls and ongoing efforts to improve the efficiency and quality of services provided.

Main Duties

1. Prepare the actual accounting results on a monthly basis for the Budget Division for expenditure commitments and payments.
2. Control expenditure recording to the proper accounts. Assist the Budget Division in the preparation of the estimated probable outturn of expenditures.

3. Participate in working groups on inter-Service issues such as purchasing and computer system enhancements. Assist in training of administrative officers and purchasing sections on expenditure systems and procedures. Interact with administrative officers on a continuous basis to promote decentralisation of responsibilities. Participate in the preparation of written procedures to improve communication with the support services and directorates.
4. Co-ordinate the reception of all information on expenditures whether received by telephone, electronic mail, paper or visit. Provide a first-level response to questions and then forward if necessary to the person responsible. Produce periodic reports analysing the workload, overtime, productivity and response times on commitment and invoice processing.
5. Assist in the reform of the Section, proposing and implementing efficiency improvements and cost-effective measures, and maintaining a spirit of client service. Help to identify unnecessary procedures. Monitor work plans and ensure with managers that objectives are met.
6. More generally, assist the Manager of the Expenditure Section and the Head of Division in their management duties, organising and attending meetings, drafting notes and policy documents. As required, resolve daily issues directly and participate in the technical accounting development of the Service.
7. Assist in the implementation of new computer systems. Supervise the operation of the accounts payable and general ledger systems including monthly closing cycle for expenditures. Propose new desktop applications (EXCEL, ACCESS) to automate recurring work.
8. Prepare periodic statistical analyses of commitments and expenditures to illustrate the historical progression of costs.
9. Control, on a monthly basis, the internal rebilling of costs to programmes and facilitate the reporting of actual results to those responsible for each budget.

Principal Qualifications and Core Competences

1. Post-secondary education resulting in a diploma in business administration or related discipline, and/or equivalent experience.
2. Extensive experience in supervising an accounts payable function and knowledge of general accounting and internal billing systems. Experience of providing accounting services to operational departments in a decentralised environment.
3. Very good knowledge of information technology and large accounting systems. Strong technical skills in accounting and microcomputers. Experience with OECD standard software and advanced desktop applications would be an advantage.
4. Sense of service and team spirit. Decisiveness, with the capacity to question the status quo and propose new ideas. Capacity to adapt to different management styles and to work efficiently in a multicultural environment.

5. Excellent oral and written communication skills in one of the two official languages of the Organisation (English and French) and a good knowledge of the other.

N.B. The appointment may initially be made at the level immediately below the defined level if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

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<http://www.oecd.org/hrm>

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

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