

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

**UNCLASSIFIED**

**Paris, 08-Jun-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 08-Jun-1999**

**HRM/VAC(99)38**

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## **OFFICE CIRCULAR**

**PRINCIPAL ADMINISTRATOR (GRADE A4),  
ACCOUNTING DIVISION, BUDGET AND FINANCE SERVICE**

**Closing date for applications: 8 July 1999**

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

### **Role**

Under the general guidance of the Head of the Accounting Division, the main responsibility of the post-holder is the supervision of the daily accounting tasks and internal accounting control process. In performing this job he/she will have to promote the reform of the accounting processes improving the efficiency and quality of services provided to all users of the accounting information.

### **Main Duties**

1. Provide, on a monthly basis, a summary of the actual accounting results to Budget and Finance management. Supervise the balance sheet and profit and loss chart of accounts. Review monthly account analysis and inform the Head of Division of significant exceptions which could impact the budget, or require adjustment of Balance sheet accounts.

2. Manage budgetary, general accounting and balance sheet services, including mainly the following:
  - Operating expenditures and commitments based on invoices
  - Internal rebilling of services
  - Recovery of VAT
  - Insurance and pension payments of both employees and employer
  - Grants administration
  - Special off budget programmes other than grants
  - Revenues from sales of publications and delegation rent
  - Billings for miscellaneous services to delegations, staff and others
3. Maintain modern internal control procedures to minimise the risk of fraud and errors. Verify that all expenditures entered into the accounts payable system have been properly approved for payment by the directorate responsible for the budget.
4. Identify improvements requiring new procedures and computer system enhancements. Inform administrative officers and purchasing sections on expenditure systems and procedures. Prepare and distribute written guidelines on procedures to improve communication in the support services and directorates.
5. Co-operate in the design of new financial reports (balance sheet, operating results and footnotes) incorporating appropriate international accounting standards. Establish/or update the accounting procedure manuals and charts of accounts.
6. Co-operate on reforms taking place in the Service by proposing and implementing efficiency improvements, cost-effective measures and promoting a spirit of client service. Eliminate unnecessary procedures. Monitor work plans and ensure with managers and subordinates that objectives are met.
7. Generally, assist the Head of Division in organising and attending meetings, drafting notes and policy documents, and fostering a good team spirit of co-operation throughout the Service. As required, resolve urgent issues directly and participate in the technical accounting development of the Service.

### **Principal Qualifications and Core Competences**

1. Advanced university degree in accounting or related discipline, advanced qualifications in chartered accountancy.
2. Ten years' experience in the field of general accounts management, including at least five years' successful senior level experience in managing an accounting function in an international commercial or industrial institution. Experience of providing accounting services to operational departments in a decentralised environment. Understanding of chargeback systems and of analytical cost accounting.
3. Proven experience of supervising a team, in particular during a restructuring period and demonstrated skills in leading a change process.

4. Comprehensive knowledge of information technology and large accounting systems. Experience with standard software and advanced desktop applications would be an advantage.
  5. Proven capacity in planning, versatility, and dynamism, with strong organisational and interpersonal skills; ability to work reliably under pressure. Strong analytical skills as well as a capacity to summarise and establish priorities.
  6. Fluency in both of the Organisation's two official languages (English and French). Ability to write clear and concise reports in at least one of the two languages; good knowledge of the other.
- N.B. The appointment may initially be made at the level immediately below 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.

## GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

**Who may apply:** Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

**Principal Qualifications and Core Competencies:** The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

**Closing date:** Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

**How to apply:** (applications *must* include the vacancy reference number, nationality, sex, and date of birth)  
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation\*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation\*.

\* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

**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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

**Not-shortlisted candidates:** The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

**Final selection:** The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

**Duration of appointment:** All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

**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 the place of work is Paris. 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.