OFFICE CIRCULAR

HEAD OF THE BUDGET AND FINANCIAL STUDIES DIVISION (GRADE A5), BUDGET, FINANCE AND GENERAL TREASURY SERVICE

Closing date for applications: 19 May 1992

Duties:

Under the supervision of the Director and Deputy Director of the Budget, Finance and General Treasury Service, the post-holder will be responsible for the management of the activities of the Budget and Financial Studies Division which involves:

1. Budget preparation
   a) the examination, processing and compilation of budget proposals submitted by the various Directorates and Services;
   b) the preparation on non-programme related budget proposals, i.e. nominal/technical adjustments;

>
c) the analysis of methods applied in the preparation of budgets and participation in the review of aspects of budgetary policy and budget preparation in the Organisation.

2. Budget management

a) the responsibility for the day-to-day management and execution of the Organisation’s budget, in accordance with the Financial Regulations and Rules of the Organisation, and evaluation and interpretation of the use of programme resources;

b) the maintaining, to that effect, of regular contacts with the Organisation’s Board of Auditors, the Financial Controller and the various Directorates and Services on budgetary and budget management related issues;

c) the keeping of budgetary accounts referred to in the Financial Regulations and the drawing up, at the end of the financial year, of detailed budgetary situations in respect of the closing of accounts;

d) the supervision and co-ordination of the work of professional, supervisory and clerical staff responsible for budget administration (in the process of computerisation), i.e. control of commitment requests, control and drawing-up of budget related payments and the keeping of budgetary accounts;

e) the participation in the implementation of the financial management system as regards budgetary management.

3. Reporting to the Organisation’s Budget Committee

a) the responsibility for the preparation and follow-up of Budget Committee meetings;

b) reporting to the Budget Committee on budget management results;

c) drafting of reports on various budgetary issues following Budget Committee requests;

d) the follow-up of questions of a budgetary or financial nature, dealt with by the Budget Committee then, if appropriate, by the Executive Committee and the Council.
Principal qualifications:

1. Degree in Chartered Accountancy completed by a university degree; additional training in business administration would be desirable. Considerable knowledge of and experience in computer-applied budget administration and management.

2. Familiarity and experience in both French and Anglo-saxon accounting systems would be an advantage. At least five years’ experience in the preparation and management of budgets, preferably acquired in an international organisation or in the international private sector.

3. Proven experience of supervising financial and accounting teams during restructuring exercises and proven general management skills, with an emphasis on dynamism and leadership.

4. Negotiating skills and proven ability (through either government or equivalent private sector experience) to communicate at all levels with members of national delegations and staff of an organisation similar to the OECD.

5. Total fluency in English and very good knowledge of French.

6. Special aptitude to draft and communicate orally in both the official languages of the Organisation (French and English).