OFFICE CIRCULAR

PRINCIPAL INTERNAL AUDITOR (GRADE A4) IN FINANCIAL CONTROL AND MANAGEMENT CONSULTANCY, GENERAL SECRETARIAT

Closing date for applications: 15 February 1993

Duties:

- The post-holder will assist the Financial Controller in examining the financial and budgetary operations of the Organisation, in evaluating and providing advice on controls of computerised systems, and will replace the Financial Controller in these matters in case of absence. In particular, s/he will be required to:

1. Conduct audits of selected areas of the Organisation to ensure proper recording of transactions and compliance with the Organisation’s rules and regulations, as well as the effectiveness of controls and procedures.

2. Assess the value and efficiency of accounting systems.
3. Conduct audits of computer systems for financial and administrative applications in order to assess whether adequate safeguards have been built into programmes.

4. Advise on necessary controls to be incorporated into existing and new computerised systems.

5. Assist in the verification of the detailed statement of assets and liabilities and the accounts of the Organisation (in conformity with the Financial Regulations), prior to signature by the Financial Controller and before their submission to the external Auditors.

6. Carry out ad hoc studies with a view to recommending necessary modifications in procedures in order to improve controls in the Organisation.

7. Assist the Financial Controller in activities related to various Committees such as the Budget Committee, the Contracts Committee, the Board of Acceptance, the Board of Survey, the Consultative Board of the Provident Fund, the Inter-Services Group for Administrative Co-ordination and the Informatics Management Group.

Principal qualifications:

1. Degree in Chartered Accountancy completed by a university degree; additional training in business administration would be desirable.

2. Several years’ auditing experience acquired in a major accounting firm, a large corporation, a bank or relevant national administration; solid knowledge of computerised accounting and management information systems is essential, as well as experience in using computer-assisted audit techniques. Thorough understanding and experience of all main aspects of data processing including computer security and controls in computer systems.

3. 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.

4. Excellent interpersonal skills and an ability to deal with confidential matters with tact and discretion.
5. Total fluency in one of the two official languages of the Organisation (English and French) and good knowledge of the other, and an ability to draft clearly and concisely in one of them; ability to draft in both of these languages would be an advantage.