**FINANCIAL/BUDGET MANAGEMENT OFFICER**  
Grade B5  
*Operations Service, Executive Directorate*  

**EXD/HRM/VAC(2001)069**

**Fixed term appointment: three years**

The OECD is undertaking a major project to redevelop its Headquarters and conference facilities, centred on the Château de la Muette. This is a major project involving many phases over a 5 to 6 year period. We are looking for a Budget/Financial Management Officer who will form an integral part of the in-house team working on this project. S/he will collate all the financial data required for analytical and reporting purposes, and monitor all project expenditures as well as the Service’s annual operational budget. This person will work under the general guidance of the Senior Site Project Manager and the Head of the Central Management Unit of the Operations Service within the Executive Directorate.

**The job...**

1. Establish and operate working methods which ensure that all information is documented and available for consultation, reporting and auditing purposes on all financial aspects related to the site project and to other major projects/items of expenditure by OPS. Assist managers with the financial supervision of contracts, control all invoices received and ensure that they are forwarded to the appropriate services for payment.

2. Collaborate closely with the Budget and Finance Service to ensure thorough communication and transparency of all project expenditures related to the site. Co-ordinate the collection and monitoring of financial information related to the site project involving other support services. Bring management’s attention to any operational financial matters which could potentially impact on the smooth functioning of the site project.

3. Participate and contribute in meetings involving financial matters and provide all assistance required in the decision-making process. Assist in the preparation and collation of financial reporting material for the purposes of senior management, the Budget Committee and Council. Follow-up on requests for financial information and ensure that management is informed at all times.

4. Participate in the preparation of the Programme of Work and Budget process for the Operations Service. Ensure that the Service’s operational budget allocations are adapted to meet evolving programme needs. Collaborate closely with project managers in terms of operational expenditures; monitor actual expenditures in relation to projected expenditures and co-ordinate any accounting modifications required with the Budget and Finance Service. Assist project managers with the development of 3-year rolling capital investment plans and design reports to track capital expenditures.
5. Monitor all purchase requests submitted by OPS managers, advise and validate appropriate financial information. Assist managers with the consultation processes and the preparation of material for transmission to the Purchasing Office. Ensure that the appropriate accounting keys are in place in SAP-Cristal to facilitate analytical reporting for annual and/or multi-year projects.

**The person we are looking for should have...**

1. A university degree in finance or accounting and several years’ work experience in that field. Relevant experience in an international organisation or similar work environment, which involved large projects with multi-year financing, would be an advantage.

2. Good understanding of international public sector accounting standards.

3. Experience with financial analysis and presenting financial information to management both orally and in writing.

4. Analytical capability, highly effective interpersonal skills, adaptability and ability to work under pressure. Demonstrated ability for teamwork within a multicultural environment.

5. Very good knowledge of standard OECD software, i.e. Microsoft Suite. Excellent knowledge of Excel, Access and SAP reporting.

6. Very good drafting ability in one of the two official languages of the Organisation (English and French) and very 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.

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We are an equal opportunity employer and encourage applications from female candidates.


*Only candidates selected for interview will be contacted.*

*For more information on OECD and our recruitment, please see [www.oecd.org](http://www.oecd.org)*