The OECD is an international organisation based in Paris with some 2,000 staff. We are looking for an Accountant to manage, within the Staff Expenditure Unit, operations relating to the financial and administrative management of staff loans, the validation of past service or transfers of pension rights, statutory expenditure and the pay of freelance interpreters. He/she will be responsible for drawing up and drafting the procedures designed to enhance internal controls in the above areas of activity and will also be in charge of validating the various operations involved in the migration to new Access systems and to a new pay system. This person will work under the supervision of the Head of the Staff Expenditure Unit in the Accounting Division of the Budget and Finance Service within the Executive Directorate.

The job...

1. Loans: in close collaboration with Human Resource Management and Financial Control, ensure the administrative and financial management of statutory loans. This involves:
   - receiving and informing serving staff of all grades on the necessary formalities and entitlements as regards obtaining a loan, in accordance with the established rules and depending on staff members’ individual situations;
   - closely checking the supporting documents produced;
   - calculating rights and monthly instalments and drawing up repayment schedules;
   - reconciling, on a monthly basis, the loan accounts with the Treasury Division. Establishing, at the end of each month, the sequence between the accounting and monthly reports provided by the systems. In particular, checking the situation of officials whose accounts are to be closed and/or are non-active and, beforehand, ensuring the recovery of any arrears;
   - in accordance with the financial assistance clauses in the Staff Rules, making the payments and recording all the operations relating to the interest-free loans granted, via a special procedure, to certain staff members. Recovering the amounts owing;
   - managing payments to the German banking institution BHW.

2. Validation of past service and transfers of pension rights: manage the validation of past service and transfers of pension rights in accordance with the Pension Scheme rules and advise staff on their rights and on the cost of validation:
   - calculate monthly instalments and draw up payment schedules;
   - follow payment, prepare the relevant documents.

3. Freelance interpreters’ pay: in the pay system, update the details needed in order to calculate interpreters’ pay.
   - Ensure the payment of salaries and of contribution to the pension funds.
Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)090 and be sent via our on-line application form on www.oecd.org/hrm by 15 November 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org

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

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4. **Statutory expenditure**: manage, as promptly as possible, travel expenditure relating to taking-up duty and leaving the Organisation, removal, home leave and school trips and payment of death/invalidity capital amounts.

5. Update the various payroll-related computer systems: PEOPLESOFT, SIGA, SAP, Access suite:
   - record the operations carried out and keep track of deadlines;
   - periodically analyse the accounts and draw up balances by age category.

6. If necessary, perform other tasks in the Staff Expenditure Unit.

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

1. A secondary level of education, preferably post-secondary with experience in finance, management or accounting.

2. At least two years’ experience in this field. Familiarity with an international environment would be an advantage.

3. Very good knowledge of Microsoft Office applications (Excel, Access) and good knowledge of accounting systems (SAP).

4. Excellent interpersonal skills are required. A good sense of service and team spirit. Decisiveness, maturity, understanding and imagination. Ability to be diplomatic but firm and to adapt to different management styles. Ability to work with minimum supervision, while ensuring a proper feedback of problems to hierarchy.

5. Analytical ability and excellent drafting skills.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other.

NB. 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.