BOOK-KEEPER  
Grade B3  
Accounting Division, Budget and Finance Service,  
Executive Directorate

EXD/HRM/VAC(2001)091

The OECD is an international organisation based in Paris with some 2,000 staff. We are looking for a Book-keeper to look after the financial management of VAT recovery and to draw up and book external bills (relating to data sales, missions, building works, telephone costs). This person will work under the supervision of the Head of the General Revenue Accounting and Publications Section in the Accounting Division within the Budget and Finance Service of the Executive Directorate.

The job...

1. Draw up the financial statements used to recover VAT on all bills relating to the functioning of the OECD. Book receivables and allocate payments in the SAP accounting system. Prepare correspondence with the Ministry of Foreign Affairs. Monitor transactions.

2. In close collaboration with the Medical and Social Insurance Office in Human Resource in the Executive Directorate and the Staff Expenditure Unit, centralise, record and bill former staff members for their contributions to the OMESYS system so that the Organisation can fulfil its contractual obligations vis-à-vis the designated insurer. This involves:
   • checking and monitoring consistency between the payroll headings determining the different types of risk and the corresponding accounts;
   • sending out quarterly invoices in respect of staff who have left the OECD so as to collect contributions for both health care and death and invalidity insurance. Following up the settlement of these invoices and, if necessary, sending out reminders.

3. Carry out the external billing of budget expenditure in respect of missions, conferences and sundry items. Keep track of entries and payments and also issue systematic reminders.

4. Record, check and allocate the daily subsistence allowances received from the French Social Security.

5. Replace team member when absent and assist in other related tasks as necessary.
The person we are looking for should have...

1. A good level of secondary education or equivalent work experience, with proven training in accounting.

2. Good knowledge of procedures regarding social insurance and of the rules for recovering VAT.

3. Experience in several areas of accounting would be an advantage.

4. Excellent organisational skills, accuracy, thoroughness, team spirit, ability to communicate, flexibility and assiduity.

5. Skills in the use of information technology (micro-computers and information systems) and in-depth knowledge of SAP (VAT function).

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

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

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)091 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