The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Financial Analyst to provide reporting and analyses of financial information so as to facilitate decision-making on how resources are used and allocated in the Organisation. This person will work under the supervision of the Head of the Financial Analysis and Budget Implementation Unit in the Budget and Finance Service, within the Executive Directorate.

The job...

1. Undertake and co-ordinate projects on different aspects of financial analysis including costing studies of the Organisation’s potential investments; of subcontracting of work to outside parties; of changes in staff or other policy; of the provision of support by Services to other parts of the Organisation; of programme of work activity or output costs; and of staffing expenditures. Write reports with recommendations to management.

2. Assist in forecasting the Organisation’s income and expenditure against budget, highlight areas where surpluses or deficits might be expected, and make recommendations to assist in decision-making by management.

3. Contribute to the on-going improvement of financial policies and procedures and their effective implementation, with particular emphasis on communication with central management units, Directorates and Services.

4. Measure the costs of internal services, and compare these with other companies and Organisations. In co-operation with the Strategic Programme and Planning Unit, help determine required budgetary resource levels such as those related to internal billing, overhead shares, staff allowances, etc.

5. Help supervise the work of the Assistant Financial Analyst in the Unit.

6. Other duties as directed.
The person we are looking for should have…

1. A university degree in finance or accounting, preferably at an advanced level (e.g. MBA; Accounting certification).

2. At least five years’ relevant experience, preferably in the public sector.

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

4. Strong team spirit and inter-personal skills and ability to co-ordinate projects and to deliver results within tight time constraints. Demonstrated capacity to effect change.

5. Experience with financial systems. Knowledge of SAP would be an asset.

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

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)096 and be sent via our on-line application form on www.oecd.org/hrm by 13 December 2001.

Only candidates selected for interview will be contacted.

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