POSSIBLE VACANCY

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a dynamic person to head up the newly formed Client Relations and Account Management Unit of the Income Section in the Budget and Finance Service. This person will report to the Income Manager in the Accounting Division of the Budget and Finance Service within the Executive Directorate and will work in collaboration with the Accounts Receivable Unit, Treasury Division, Delegations, Directorates and external entities.

The job...

1. Manage the day-to-day operations, including supervising four other unit members, in the Client Relations and Account Management Unit to serve as the principal contact point with Administrative Officers, Directorates, Delegations, etc. on income related issues.

2. Ensure timely and accurate communication of income related issues to Directorates and Delegations including requests for information and requests for assistance in financial and accounting matters from these entities.

3. Co-ordinate and prepare ad hoc reporting (derived from systems other than SAP) and special study requests related to income. Compile quarterly and ad hoc income reports for the Budget Committee and management.

4. Ensure prompt and appropriate follow up with Directorates, Delegations, third party entities regarding late or non-receipt of payments.

5. Set up a filing system to organise and track the status of pending matters and to allow the proper follow-up of all types of income (statutory contributions, voluntary contributions, special projects, etc.).

6. Co-ordinate with A/R Unit: to collect items listed on the Ageing Balance, ensure monthly reconciliation of SAP management/administrative systems, and resolve problems of unidentified income, finding a solution with other EXD/FIN units, Directorates, Delegations and other third parties.

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7. Assist in preparing and implementing an Income Procedures Manual including descriptions, purposes, and particularities regarding the management of various types of income.

8. Assist in setting up a system to monitor third party credit risk.

9. Assist in reviewing contracts between the Organisation and donors. Liaise with Directorates and Directorate for Legal Affairs in order to ensure that contractual obligations are respected for the timely collection of payments.

10. Perform other tasks upon request.

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

1. University degree in finance, management, business administration, or relevant field.

2. Minimum 5 years experience in the above mentioned fields.

3. Minimum 3 years supervisory experience with demonstrated ability to lead and motivate staff.

4. Working knowledge of information technologies such as Microsoft Suite; SAP would be an advantage.

5. Ability to develop effective professional relationships both externally and throughout the Organisation.

6. Capacity to work in a multicultural environment.

7. A “hands-on” management style including a proactive approach to problem solving as well as a results-based orientation.

8. Excellent organisational and follow-up skills.

9. Ability to work under pressure, set priorities and simultaneously manage a variety of work priorities.

10. Excellent communication skills.

11. Flueny in both of the Organisation's official languages (English and French). Proficiency at preparing clear and concise written communication and reports in English.

**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)102 and be sent via our on-line application form on www.oecd.org/hrm by 20-Dec-2001.

Only candidates selected for interview will be contacted.

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