The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person for the Staff Expenditure Unit of the Accounting Division of the Budget and Finance Service in the Executive Directorate, to manage transactions involving the financial and administrative management of temporary staff payroll, and to make sure that the payroll is effectively monitored. This person will be able to advise and assist the Directorates in this activity. S/he will work under the direction of the Head of the Staff Expenditure and the Assistant Head of the Staff Expenditure Unit and will formulate and draft procedures to strengthen internal controls in this sector of activity. In addition, s/he will be responsible for validating transactions when they are migrated to a new pay system.

The job...

1. Manage all of the accounting transactions arising from the employment of roughly 250 temporary staff: check that amounts are accurate and available, posted to the proper accounts and consistent with the applicable internal rules (Staff Manual, Financial Regulations, Financial Rules, etc.) and international accounting standards, and make any necessary corrections or re-postings; release payroll payments and payments to third parties for disbursement.

2. Take part in the various phases of the implementation of the new PeopleSoft payroll software and the new staff expenditure management system; check the coherence of data between the various computerised systems (STAFF EXPENDITURE/PEOPLESOFT/SIGA/SAP) while ensuring that the payroll is processed and the books closed on time.

3. Carry out periodic analyses of the accounts and establish ageing balances for the accounts for which s/he is responsible, monitor transactions and intervene rapidly to make any necessary corrections or writing off of losses. Bring to the attention of the Assistant Head or the Head of the Staff Expenditure Unit any major problems or growing concerns related to staff expenditure.

4. Actively participate in the periodic closings of the accounts and projected expenditure exercises. Establish trend reports on demand and provide provisional management assistance.

5. Co-ordinate with other relevant parties (Human Resource Management, administrative officers, suppliers), provide a high quality customer service by telephone and in writing and solve problems rapidly and independently.

6. Assist in payroll management for other categories of staff, and in other work of the Staff Expenditure Unit, as needed.

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The person we are looking for should have...

1. Secondary, preferably post-secondary, education, along with experience in finance, business administration or accounting and/or equivalent experience.

2. At least two years’ practical experience in this area. Familiarity with an international environment would constitute an advantage.

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

4. Excellent interpersonal skills. Commitment to service and teamwork. Decision-making ability, great maturity, understanding and imagination. Ability to act diplomatically but firmly, and to adapt to various management styles. Ability to work with minimal supervision while referring problems to his or her supervisor(s).

5. Excellent knowledge of the Organisation’s staff rules, financial rules and regulations, as well as the financial and administrative systems and procedures, or comparable experience, would present an advantage.

6. Analytical ability and excellent writing skills.

7. Excellent knowledge of one of the Organisation’s two official languages (English and French) and a good working 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.