ACCOUNTING ANALYST,
Site Renovation Project,
Grade B5,
Financial Reporting and Control Unit,
Accounting Division,
Budget and Finance Service,
Executive Directorate

EXD/HRM/VAC(2002)019

PROJECT POST: Fixed term appointment (two to three years)

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Accounting Analyst to track, co-ordinate and follow-up on all accounting aspects involved with the Site Project to renovate the OECD Headquarters in Paris. This person will work under the supervision of the Head of the Financial Reporting and Control Unit in the Accounting Division of the Budget and Finance Service, within the Executive Directorate.

The job...

1. In accordance with the project plan, develop mechanisms and a thorough set of accounts to track expenditure flows from purchase order to payment regarding all accounting transactions for the Site Project.

2. Co-ordinate with the Operations Service Budget Analyst to review divergences and validate information.

3. Co-ordinate with Purchasing and Accounting Divisions to ensure proper accounting treatment/input in the financial system (SAP) for all accounting transactions related to the Site Project.

4. Prepare month-end reconciliation of each Site Project balance sheet account, showing for each the period beginning balance, monthly transaction activity, and period ending balance.

5. Maintain a record of all transaction activity. Ensure monthly reconciliation of all expenditure (committed and realised). All variances must be noted, explained, and resolved by the next month-end period.

6. Work in close collaboration with the Financial Analyst for the Site Project in the Budget and Finance Service by providing up-to-date accounting information in order to prepare sound periodic financial reports.

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The person we are looking for should have...

1. A university diploma in accounting (e.g. bachelor's degree in accounting, or equivalent).

2. At least three years’ relevant work experience. Construction or real estate industry background would be an advantage.


4. The ability to communicate in a clear and succinct manner both orally and in writing. Detail oriented, pro-active approach to problem solving and excellent organisational skills.

5. Strong team spirit and interpersonal skills. The ability to build effective work relationships with staff who work in other areas of the Organisation.

6. Extensive knowledge and experience of SAP. Knowledge of Microsoft Suite (Excel, Access, etc.).

7. 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 of 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(2002)019 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 17 October 2002.

Only candidates selected for interview will be contacted.

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