MANAGER OF STAFF EXPENDITURE
Grade A2/A3
Accounting Division,
Budget and Finance Service,
Executive Directorate

The OECD is looking for an experienced person to manage staff expenditure in the Budget and Finance Service of its Executive Directorate. S/he will work under the guidance of the Head of the Accounting Division and will be responsible for managing everyday transactions relating to staff expenditure and for helping to formulate, implement and communicate the strategy of accounting reform in the Organisation. S/he will also ensure effective collaboration with the Human Resource Management Service, Information Technology and Network Services, and the Joint Pensions Administrative Section.

The job...

1. Management and co-ordination of expenditure
   - Analyse the use of staff expenditure appropriations, monitor claims and prepare projections in order to detect any risk of overruns.
   - Advise, inform and liaise with Directorates on management of their budget and use of administrative and financial systems. Approve the bank transfers, cheques and teletransmissions generated by the Unit before payment by the Treasury Division. Approve financial re-posting.
   - Draft and sign correspondence relating to these activities and prepare correspondence and reports for signature by management.
   - Formulate and implement improvements to procedures and information systems with a view to strengthening internal control. Update the accounting manual and accounting diagrams in the relevant fields of responsibility.
   - Provide on-line assistance to operational Directorates regarding the various financial and administrative systems and accounting policies.

2. Management and Control of monthly salary payments
   - Check the accuracy of invoices and payments, ensuring that all the transactions concerned comply with the Financial Rules and Regulations and the rules and regulations applicable to the various categories of staff and the Pensions Rules. Ensure that all required vouchers are submitted.
   - Manage leaving allowances and ensure that payments of balances are made after final settlement of accounts.

3. Implement the budget programme with regard to the Establishment Table, manage budgeted and project posts in the Peoplesoft database, as well as in the Staff Expenditure system, control and manage their financing.
4. Preparation of statistical analyses
- Participate in budget forecasts and prepare periodic outturn reports for submission to the Budget Committee of the OCDE medical cover system Board of Survey.
- Reply to points raised by Financial Control and the Board of Auditors and prepare requests for the writing off of any loss of assets for presentation to the Board of Survey.
- Supervise periodic analyses of the accounts and take part in the annual closing of the accounts.

5. Staff management
- Organise, assign and supervise the work of several staff members. Manage their objectives and take appropriate development measures to raise the level of staff competence, and maintain skills and employability.
- Take part in the activities of the Accounting Division in areas involving accounting and financial strategy, personnel management and communication with the operational Directorates.

The person we are looking for should have...

1. An advanced degree in accounting, finance or business administration.

2. At least five years’ experience, including at least three years’ successful experience in managing payroll systems and/or human resource management. Experience of accounting services provided to operational units.

3. Proven ability to work in an organised fashion, in an environment requiring that deadlines are met and priorities managed.

4. Proven ability to manage large amounts, and to devise and apply management and risk control procedures entailed in accounting transactions.

5. Thorough knowledge of information technologies and large accounting and administrative systems (such as SAP and Peoplesoft). Keen technical ability in microcomputing.

6. An ability to negotiate and take decisions. An ability to create/develop effective professional networks in a multicultural environment, to motivate/direct staff. The capacity to resist all outside pressures/influences.

7. An ability to communicate with ease in both official languages of the Organisation (English and French). Proficiency in preparing clear and concise written communications and reports in at least one of these languages.

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(2002)032 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 13th June 2002.

Only candidates selected for interview will be contacted.

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