The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person to manage effectively management the Income Section in the Accounting Division and to develop the systems required to improve performance in all areas of accounting. The person will also oversee continuing reform linked to these areas by identifying needs, implementing appropriate policies and procedures and ensuring the effective HR management of all staff members in the Income Section. S/he will report to the Head of Accounting Division of the Budget and Finance Service within the Executive Directorate.

The job...

Income Management

1. Oversee all activity in the Income Section of the Accounting Division: administration of statutory contributions, management of grants and voluntary contributions, income from the sale of publications, and miscellaneous income.

2. Carry out the reform process by formulating concrete proposals to improve procedures and information systems with a view to strengthening internal control for all types of income.

3. Conduct regular risk assessments for all types of income in order to maintain an acceptable level of financial risk for the Organisation.

4. Provide expert financial assistance to Public Affairs and Communications Directorate specifically in the area of publication sales in terms of determining appropriate credit limits, credit periods, discounts, returns policy, pricing policy, inventory valuation, and in general carry out all aspects of financial control over the sale of publications.

5. Draft all documents concerning income matters for presentation to senior management in the Organisation and Member countries.

Income Section Staff Management

1. Manage the objectives of the Income Section and those of its staff members in collaboration with the Budget and Finance Service Administrative Officer. Take appropriate development measures to raise the level of staff competence, improve skills and increase performance; whilst looking for ways to make efficiency gains and adequately responding to increasing workloads.
2. Take part in the activities of the Accounting Division and the Budget and Finance Service in areas involving accounting and financial strategy, overall personnel management and communication with other Directorates.

Systems Development

1. Provide technical accounting expertise to improve the Accounting Division’s use of financial systems by automating tasks and implementing measures to reduce errors, increase productivity and obtain a more thorough view of all accounting transactions.

2. Work closely with the Financial Analysis and Systems Unit in the Budget and Finance Service and Information Technology and Network Services to design, implement and test new systems or applications to perform and record all accounting transactions in a more efficient manner.

3. Continually search for ways in which to bring about and maintain the highest levels of accounting standards by expanding the use of the Organisation’s primary financial system (SAP).

The person we are looking for should have...

1. An advanced university degree in accountancy or advanced diploma in public accountancy.

2. At least ten years’ professional experience in a relevant field, including at least seven years in an internationally recognised audit firm. Experience with internal accounting control and auditing (involving optimisation of methods and organisation). Experience with a rapidly changing, highly computerised environment. Fully conversant with international accounting, with a comprehensive grasp of information flows.

3. Comprehensive knowledge of information technology and large accounting systems, such as SAP. Experience with OECD standard software (Microsoft Suite) including advanced desktop applications would be an advantage.

4. Proven experience in leading financial and accounting staff preferably during periods of restructuring. Excellent management skills, including dynamism and teamwork and leadership qualities.

5. A broad strategic vision, foresight, a rigorous approach, strong analytical skill as well as a capacity to summarise and establish priorities. Strong oral and written communications skills and extensive experience in presenting conclusions and recommendations to high level decision makers.

6. Excellent knowledge of both the Organisation’s official languages (English and French). Excellent drafting ability in one of these two 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)038 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 4th July 2002.

Only candidates selected for interview will be contacted.

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