CLIENT RELATIONS AND ACCOUNTS MANAGEMENT
ASSISTANT
Grade B4 (two posts)
Accounting Division,
Budget and Finance Service,
Executive Directorate

EXD/HRM/VAC(2002)056

The job...

1. Manage and monitor acceptance procedures for voluntary contributions and grants.
2. Assist in the review of contracts in co-ordination with the Legal Directorate.
3. Prepare budget Committee and Council documents.
4. Manage and monitor fulfilment of reporting requirements related to various contributions to the OECD. In co-operation with the Accounts Receivables Unit, ensure timely and accurate communication of problem areas to Directorates and Delegations. Prepare reporting and correspondence as necessary.
5. Maintain direct contact with internal and external clients according to the follow up procedures.
7. Draft follow-up letters to donors as well as other correspondence.
8. File, archive and carry out other ad hoc office tasks.

The person we are looking for should have...

1. Secondary, preferably post-secondary education or equivalent relevant experience in financial management or accounting.
2. Good analytical skills. Knowledge of the Organisation’s financial and administrative systems (MAGIC, OLIS, SAP, DELNET,) and procedures would be an advantage.

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3. Excellent command of Microsoft Office software (Excel, Access).

4. Excellent interpersonal skills. Commitment to service and teamwork. The ability to work with minimum supervision while referring problems to his or her supervisor. Accuracy, dedication and sense of responsibility are essential.

5. Familiarity with an international environment would be an advantage.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and an extensive working knowledge of the other are imperative. Knowledge of other Member country languages would be an advantage.

N.B. The successful applicant will need to pass a word processing test.

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)056 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 5th September 2002.

Only candidates selected for interview will be contacted.

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