ACCOUNTANT
Grade B3
Treasury and Financial Studies Division,
Budget and Finance Service,
Executive Directorate

EXD/HRM/VAC(2002)066

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an accountant to administer the annual quota of petrol coupons allotted to the OECD Secretariat and national delegations, and perform bank reconciliations of the Organisation's accounts. The person will work under the direct supervision of the Head of the Treasury Unit in the Treasury and Financial Studies Division of the Budget and Finance Service with the Executive Directorate.

The job...

1. Within the framework of special regulations, and in close collaboration with the Diplomatic Privileges and Immunities Office, all administrative officers, the licensed suppliers, and the delegations benefiting from this programme, administer the allocation of petrol coupons in an optimal manner, keep the books for this activity and conduct quarterly inventories. Continuously monitor coupon purchase prices and order the quantities needed to maintain a minimum stock to meet requirements. Pay the suppliers.

2. Identify transactions carried out by the Organisation’s banks, including over the counter transactions by the bank in residence and transactions by banks outside France; obtain and incorporate bank statements into SAP; and reconcile those statements with the Organisation’s own accounts.

3. Adjust, post, and keep account of exchange differences regarding currency deliveries and transfers and bank charges, and communicate the necessary adjustments to the accounting staff in charge of payments and receipts.

4. Process and oversee salary transfers for officials at the OECD Centres outside France, working closely with the Organisation’s banks. In co-operation with the Accounting Division, identify contributions received and reduce the time needed to post receipts to the accounts.

5. Update conversion rates on the OECD Intranet site daily and prepare monthly GBP/EUR rates for our subcontractor in London.

6. Carry out other related duties as required.

JT00132814
08-Oct-2002
The person we are looking for should have...

1. Post-secondary education in accounting/business administration or equivalent experience.

2. Three years’ solid experience, preferably in the field of accounting with thorough knowledge of bank reconciliation procedures.

3. Proficiency in computer tools and major accounting systems. Working knowledge of standard OECD software, Microsoft Suite (Access, Excel, Word, etc.), and the SAP software package would be an advantage.

4. A sense of customer service and team spirit, a sense of responsibility and ability to work with a minimum of supervision. Ability to adapt to different management styles and to work effectively in a multicultural environment.

5. Oral and written fluency in one of two official languages of the Organisation (English and French) and 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.

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)066 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 7th November 2002.

Only candidates selected for interview will be contacted.

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