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## Job Description

### Accountants(Job Number: 08207)

#### Description

The OECD is a unique forum where the governments of 34 market democracies work together to address the economic, social and governance challenges of the globalising world economy.

Within the OECD Executive Directorate, the Programme, Budget and Financial Management Service (PBF) co-ordinates the key elements of the OECD's integrated management cycle including strategic planning and priority setting, Programme of Work and Budget (PWB) development and approval and evaluation processes; sets budget and financial policies and offers services to explain and implement them; plans and processes all the resources of the OECD; monitors accounts for and reports on all income and expenditure at the corporate level; prepares the Financial Statements of the OECD and is the main contact for the Organisation's auditors; manages the OECD's procurement process in collaboration with all other Output Areas and acts as Secretariat of the Procurement Board; and plays a key role, through the Budget Committee and Council, to reassure members that the Programme of Work and Budget, and the resources of the Organisation are managed effectively and deliver excellent value for money.

We are looking for experienced accountants who are available for a period of approximately six months to work in the Accounting Division of PBF. Please note that due to the nature of the job, recruitment is in principle local.

#### Main Responsibilities

##### Income accounting

- Prepare and record invoices issued by the Organisation.
- Monitor and manage cash receipts in co-operation with the Treasury Division to ensure the proper identification of payments to the Organisation.
- Actively participate in the analysis of accounts to monitor and report on the collection process including tracking and follow-up of payment notifications.
- Check budget lines and prepare accounting entries as appropriate.
- Prepare monthly reconciliations between general ledger and subsidiary ledgers and other databases, and perform regular analysis of the accounts.
- Participate in the quarterly and annual closing of accounts, in accordance with the applicable internal accounting rules and international accounting standards.

##### Expenditure accounting

- As part of a team, help to process all of the accounting transactions arising from travel, staff, consultants and supplier-related expenditure. Record invoices in SAP.
- Ensure that amounts are posted to the appropriate expense accounts and that the accounting entries comply with the applicable internal accounting rules and procedures.
- Prepare payments to staff regarding statutory expenditures and payments of invoices to consultants and other suppliers regarding intellectual services in line with the financial rules and procedures.
- Check budget lines and make accounting entries as appropriate.
- Carry out the monthly reconciliation of accounts and perform regular analyses of the accounts and account balances.
- Participate in the quarterly and annual closing of the accounts, in accordance with the applicable internal accounting rules and international accounting standards.

### Other duties

- Participate in the design and implementation of new system developments in SAP such as SRM.
- Participate in the improvements of IT accounting processes.
- Provide high quality customer service, by telephone and in writing, regarding queries on financial processes and solve problems rapidly and independently.
- Co-ordinate operations with other relevant parties (Member Country Delegations, OECD Directorates and suppliers). Carry out the relevant filing.
- Liaise with other OECD support Services to ensure smooth functioning of operations.

### **Candidate's profile**

#### Academic Background

- Post-secondary education in accounting or equivalent experience in this field.

#### Professional Background

- A minimum of two years' practical experience in accounting.
- Practical knowledge of income and/or expenditure accounting in an international environment would be an advantage.

#### Tools

- Good command of Microsoft Office applications (Excel, Access) and financial and administrative systems including large integrated accounting systems.
- Knowledge of SAP will be a definite advantage.

#### Languages

- An excellent knowledge of one of the two official languages of the Organisation (English and French) and a good knowledge of the other.

### **Key Competencies**

- Excellent interpersonal skills, commitment to customer service and teamwork.
- Sense of responsibility and ability to work with a minimum of supervision.
- Strong analytical skills and meticulous attention to detail.
- Aptitude to work effectively in a multicultural environment.
- Ability to set priorities, meet deadlines and work under pressure.

### **Contract Duration**

- Six months with possible renewal – maximum one year

### **For HR use only:**

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 will be adjusted accordingly.

### **What we offer**



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