



Job description

Investment Fund Accountant - the International Service for Remunerations and Pensions

The [OECD](#) is a global economic forum working with 36 member countries and more than 100 emerging and developing economies to make better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. The Organisation provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.

The International Service for Remunerations and Pensions ([ISRP](#)) is a Service that produces studies on remuneration and pension policies of International Civil Servants and administers the pensions of the Co-ordinated Organisations (OECD, NATO, the European Space Agency, the Council of Europe, the European Centre for Medium-range Weather Forecasts and the European Organisation for the Exploitation of Meteorological Satellites) and other international organisations. In parallel, the ISRP administers pension reserve funds for several international organisations.

The ISRP is administratively attached to the OECD.

The ISRP is looking for a fund accountant to assist its Fund Administration Unit in its mission to cover pension commitments. The selected person will work under the supervision of the Head of the Fund Administration Unit.

Main Responsibilities

Accounting transactions management

- Reconcile cash positions in bank accounts for each Fund.
- Identify and verify statement of accounts of custodian banks and investment managers. This can include asset valuations, interest and dividends received, as well as purchases and sales of securities.
- Verify the accuracy of statement of accounts received by external providers.
- Prepare and follow up invoices concerning assets management and custody.

Periodic reconciliation of accounts

- Carry out the monthly reconciliation of accounts and perform regular analyses of the accounts and account balances including preparing the contributions reporting.
- Participate in the quarterly closings and the annual closing of accounts and keep backups for justification.

Reporting

- Accurately record and reconcile data from external providers and assist in the preparation of monthly, quarterly and annual performance reports including, among others, calculations of treasury investment performance and reporting of assets figures.
- Prepare the financial statements to be presented during the Board meetings.

Fund operations co-ordination

- Liaise with organisations, custodian banks and investment managers.
- Handle Provident Fund's participants' requests: withdrawals, account information, address change, legacies, etc.
- Obtain appropriate documentation and signatures for investment transactions.
- Respond to accounting related questions and inquiries from auditors, management, and other departments.
- Maintain an efficient filing system.
- Provide other project support and administrative assistance to the Fund administrators when requested.



Ideal Candidate Profile

Academic Background

- A post-secondary education in accounting and/or finance or equivalent experience.
- An accounting professional qualification (CPA, CIA, CA or equivalent) would be an asset.

Professional Background

- A minimum of two years' experience in accounting/bookkeeping. Good knowledge of International Accounting Standards. Knowledge of financial instruments and experience in accounting of investment operations would be an asset.

Tools

- Good computer data entry skills and filing skills with an emphasis on accuracy. A very good knowledge of the Microsoft suite, in particular proficiency in Excel, Word and Access.
- Knowledge of SAGE and SAP would be an asset.

Languages

- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level.

Core Competencies

- For this role, the following competencies would be particularly important: achievement focus, analytical thinking, teamwork and team leadership, client focus, organisational knowledge, developing talent.
- Please refer to the level 2 indicators of the [OECD Core Competencies](#).

Contract Duration

- Two-year fixed-term appointment, with the possibility of renewal.

What the OECD offers

- Monthly base salary starting from 3 860 EUR, plus allowances based on eligibility, exempt of French income tax.

Please note, the appointment may be made at a lower grade based on the qualifications and professional experience of the selected applicant.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of [OECD member countries](#), irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

The OECD promotes an optimal use of resources in order to improve its efficiency and effectiveness. Staff members are encouraged to actively contribute to this goal.