



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNSECP00370
Vacancy Type: International Contracted
Field of Expertise: A&S BUDGET AND FINANCE
Post Title: BUDGET OFFICER
Grade: P3
OSCE Mission/Institution: OSCE Secretariat
Duty Station: Vienna, Austria
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 09-Jan-2009
Deadline for Application: 09-Feb-2009

Background:

The Department of Management and Finance is the largest department in the OSCE Secretariat and is responsible for managing the material and financial resources of the Organization.

Finance Services is responsible for ensuring that financial resources from the Unified Budget are budgeted, expended, monitored, accounted for and reported under proper authority and control. The Section consists of the Accounts Unit, Budget Unit and Treasury.

Tasks and Responsibilities:

Under the general supervision of the Deputy Director for Finance, the incumbent will perform the following duties:

- Participating in formulating, analyzing, verifying and consolidating budget proposals received from Directors of Departments and Heads of Institutions and Missions; this will include ensuring that standard costs and budget formats are applied and financial regulations, instructions and guidelines are adhered to;
- Monitoring the approved Unified Budget on a continuous basis to ensure that expenditure is in-line with approved activities and does not exceed budgeted amounts;
- Preparing relevant financial reports for Senior Management and Delegations and providing the necessary analysis to support the reports and explanations on the status of budget implementation OSCE-wide;
- Acting as the focal point for technical issues and maintaining and updating the Oracle PSB (Public Sector Budgeting) Module to enable proper budgeting;
- Ensuring that the necessary financial resources are available and certifying funds for staff costs, travel activities and major service contracts in-line with the Financial Regulations and Instructions;
- Making proposals for streamlining the budget process, operational procedures and workflows;
- Co-ordinating the process of reviewing un-liquidated obligations at the end of the year to determine their validity;
- Attending meetings, including those with senior management, at the Secretariat and co-ordinating with finance staff in the Missions and Institutions to provide technical direction, guidance and support on all budgetary issues affecting OSCE;
- Preparing replies to internal and external audit observations relating to the area of responsibility;
- Drafting correspondence and answering queries as necessary on budget-related matters;
- Performing other related duties as assigned.

Necessary Qualifications:

- University degree in business administration or other related field or certification from a recognised professional accountancy institution;
- Six years of professional experience in budgeting, accounting or finance in an international, governmental or

commercial organization;

- Ability to identify and analyze problems and to take corrective action;
- Experience in the use of computer applications, such as word processing, spreadsheets and database software;
- Knowledge and experience of using ERP systems, preferably Oracle and/or SAP;
- Excellent knowledge of English with good drafting skills; knowledge of another OSCE working language would be an asset;
- Excellent oral and written communication skills;
- Ability to establish effective relations with people of different national and cultural backgrounds.

Remuneration Package:

Monthly remuneration will vary between EUR 4,984 (single rate) and EUR 5,339 (dependency rate) depending on post adjustment and family status. OSCE salaries are exempt from taxation in Austria. Social benefits will include possibility of participation in the Van Breda medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

If you wish to apply for this position, please use the OSCE's online application link found under <http://www.osce.org/employment/13108.html>.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/about/13131.html>.

The OSCE is committed to achieving a better balance of women and men within the Organization.

Female candidates are particularly encouraged to apply.

The OSCE is a non-career organization committed to the principle of staff rotation, therefore the maximum period of service in this post is 7 years.