

Opening 19: Department of Management and Finance/ Budget and Finance Services Section/ Account (DMF/BFS/Accounts)

The Department of Management and Finance (DMF) is responsible for managing the material and financial resources of the Organization. The objective of DMF is to provide efficient and effective management of non-staff resources in support of OSCE programmatic activities. It provides policy guidance on the management of OSCE financial and material resources and develops and maintains OSCE Financial Regulations and Rules and Financial Administrative Instructions. DMF consists of Budget and Finance Services, Mission Support Section, Information and Communication Technology Section and the Information Security and Co-ordination Unit.

The Budget and Finance Services Section is responsible for co-ordinating and supporting the programme planning and budgeting process in general, including providing policy guidance and support to the Secretariat, OSCE Institutions and Field Operations. The Budget and Finance Services Section consists of the Accounts Unit, Budget Unit and Treasury and Extrabudgetary Unit.

Tasks and responsibilities:

1. Up to December 2020

Assists in designing and arranging the 2020 Vienna Based Organisations (VBO) Finance Meeting:

- Coordinating with Learning and Development Unit to agree learning outcomes;
- Researching possible topics for discussion and assisting in the selection of an overarching theme;
- Agreeing contributions from other VBOs and coordinating inputs;
- Managing attendee participation in the event;
- Arranging venue and coordinating domestic arrangements, in liaison with Conference Services and other support functions of the OSCE (e.g. Security);
- Acting as secretary to the Conference, ensuring smooth running on the days, and preparing conference outputs for approval by senior staff and gathering post-Conference feedback.

2. December 2020 to March 2021:

- Assists with the compilation of the OSCE annual Financial Report and Financial Statements for financial year 2020;
- Consolidating and checking inputs from Executive Structures (ES), particularly with respect to Letters of Attestation from Heads of Mission, in cooperation with ISC unit and the Office of Internal Oversight(OIO);

- Reviewing significant variances between 2019 and 2020 figures and researching the drivers for same, in consultation with the Budgets and Extra-Budgetary Units and ES as necessary;
- Comparing the OSCE publication with other International Organisations to identify potential improvements in disclosures and narratives;
- Conducting Internal Control Walkthrough of the invoice process in the Secretariat;
- Assisting with Quality Assurance activity on Internal Control Walkthroughs of the other ES;
- Suggest innovative ways of presenting financial information and relating it to operational deliveries of the OSCE.

3. Other related duties as necessary.