



Bureau International des Poids & Mesures

Job Vacancy

Accountancy Administrator

The International Bureau of Weights and Measures (BIPM) in Sèvres, France, is an intergovernmental organization whose mandate is to provide the basis for a coherent system of measurements throughout the world, traceable to the International System of Units (SI). It has an international staff of over 70 and an annual budget of about 12 million euros. Further information about the BIPM can be found on the website: www.bipm.org

Closing date: 30 October 2009

Duties

Within the Finance, Administration and General Services Section, the Accountancy Administrator will:

- Assist the Head of the Finance, Administration and General Services Section in establishing financial statements, monthly reports and the budget;
- Participate in the application of the BIPM's newly adopted Financial Rules;
- Participate in the development of a new accounting framework;
- Ensure the correct application of the BIPM's accounting principles;
- Participate in the application and improvement of the BIPM's accounting procedures.

Qualifications

Applicants should have:

- An advanced university degree in Management, Finance or Accountancy (bac +4/+5, or equivalent);
- Proficiency in auditing techniques and management control tools;
- At least 5 years' professional experience, either in a similar position or in an auditing company. Experience in an intergovernmental organization would be an advantage;
- Knowledge of public finance and public accountancy as well as of the IPSAS Standards;
- Excellent knowledge of French and a very good knowledge of English. Excellent drafting skills in both languages would be an advantage;
- Excellent computer skills;
- A great aptitude for communication and team work;
- Aptitude to work under pressure and within tight deadlines;
- The ability to maintain good working relations inside and outside the organization;
- The ability to work in a multicultural environment.

Condition of employment

The BIPM offers a full-time indefinite-term appointment. The BIPM offers remuneration and conditions of employment detailed in its *Staff Regulations, Rules and Instructions*, which are comparable with those of other international organizations based in France. It manages its own contributory pension scheme and subscribes to a private medical insurance for its staff and their families.

Applications

The BIPM encourages applications from both women and men with relevant qualifications. A full *Curriculum Vitae* (C.V.) and covering letter should be sent by paper mail to the Director, BIPM, Pavillon de Breteuil, F-92312 Sèvres Cedex, France, by **30 October 2009**, with a copy by e-mail to: bperent@bipm.org. The selected applicants may be requested to take a practical test and only short-listed applicants shall be invited for an interview. Applications should include the names of two referees who will be asked to comment upon the candidate's suitability for the post.

Requests for information may be sent to Mrs Perent, Head of the Finance, Administration and General Services Section: bperent@bipm.org.