

WORLD TRADE ORGANIZATION

WTO

Geneva

Vacancy Notice No. 426

The Secretariat of WTO is seeking to fill a position of Finance and Accounts Officer in the Administration and General Services Division. Applications from men and women are equally welcome. Serving staff members interested in this position are also invited to apply.

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| TITLE AND GRADE: | Finance and Accounts Officer – Grade 8 ¹ |
| STARTING SALARY: | Approximately Swiss francs 95.800,- net p.a. |
| OTHER CONDITIONS | In accordance with WTO Staff and Pension Plan Regulations. A package of expatriate benefits is available to staff recruited non-locally. |
| TYPE OF APPOINTMENT: | Fixed-term for one year with possibility of extension. |
| GENERAL FUNCTIONS: | <p>The incumbent, under the supervision of the Chief, Finance and Accounts Section, will be entrusted with the following:</p> <ul style="list-style-type: none">a) coordinating, prioritizing and approving the work performed by support staff in the maintenance of the financial accounts;b) verifying payment and receipts;c) preparing financial reports and end-year financial statements;d) maintaining the computerized accounting system;e) formulating and implementing new accounting procedures;f) participation in the control and maintenance of all accounting records. |
| REQUIRED QUALIFICATIONS: | A basic university degree or recognized equivalent professional qualification in accounting or finance. A minimum of five years of relevant practical experience. A highly developed sense of responsibility, tact and discretion. Demonstrated proficiency in the use of computerized accounting systems and in the supervision of staff. |
| LANGUAGES: | Excellent knowledge of one of the Organization's working languages (English, French and Spanish) and a very good working knowledge of the other language. |

¹ The post may be offered at a lower grade if the selected candidate does not fully meet all of the required qualifications.

APPLICATIONS:²

An application form may be downloaded from the WTO website - www.wto.org – under "vacancies" or requested from:

Human Resources Section
WTO
Centre William Rappard
154, rue de Lausanne
1211 Geneva 21
Switzerland

Fax: + 41-22-739-57-72

Completed forms should be returned to the above address.

All applications will be acknowledged, although a delay in answering must be expected. Only applicants possessing the required qualifications will be taken into consideration.

CLOSING DATE OF THIS
VACANCY NOTICE:

27 April 2001

²Only applications from nationals of WTO Members will be accepted.