

NB-21 - 1428 / 21.9.2016

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International Oil Pollution
Compensation Funds

Reference	IOPC/2016/PER/Circ.1
Date	19 September 2016
1992 Fund Assembly	●
Supplementary Fund Assembly	

To: Member States of the International Oil Pollution Compensation Fund, 1992 (1992 Fund)

Subject: **Vacancy N° 2016-1**
FINANCE MANAGER

The Director of the International Oil Pollution Compensation Fund, 1992 (1992 Fund) has the honour to enclose Vacancy Notice N°2016-1 for the post of **Finance Manager** which is to be filled as soon as possible.

Applications, accompanied by a completed 1992 Fund Personal History Form and cover letter, should reach the IOPC Funds Secretariat as soon as possible and not later than 31 October 2016.

Candidates from 1992 Fund Member States only will be considered. A copy of the Personal History Form and the list of 1992 Fund Member States can be found on the Funds' website (www.iopcfunds.org).

INTERNATIONAL OIL POLLUTION COMPENSATION FUND, 1992

VACANCY NOTICE N° 2016-1

POST	Finance Manager, Finance and Administration Department
DUTY STATION	London, United Kingdom
GRADE	P.3/P.4 ^{<1>}
STARTING SALARY	<p>Base salary for P.3, Step 1, US\$61 470 net per annum (dependency rate), and US\$57 379 net per annum (single rate) free of United Kingdom income tax. For additional information on emoluments and other entitlements, see summary set out at the annex.</p> <p>Cost of Living Allowances: The Staff Regulations provide for the payment of a 'post adjustment' in addition to the base salary. This payment is made to preserve the equivalent standards of living at different duty stations within the United Nations system by the application of an allowance based on relative costs of living, standards of living, exchange rate and related factors at the duty station as compared to New York. The amount is determined by multiplying one percent of the net base salary by a multiplier reflecting the classification of the duty station concerned. The current multiplier for London for the month of September 2016 is 57.6 and the exchange rate is £0.763 to the US\$.</p> <p>The dependency rate (P.3 Step 1) therefore starts at US\$61 470 plus post adjustment of US\$35 406 i.e. a total of US\$96,876 per annum whereas the single rate starts at US\$57 379 plus post adjustment of US\$33 050 i.e. a total of US\$90 429 per annum. Both rates are free of United Kingdom income tax.</p>
NATURE OF APPOINTMENT	Fixed-term of three years with the possibility of prolongation.
ROLE	Under the guidance and oversight of the Head, Finance and Administration Department, the incumbent is assigned all or part of the following responsibilities:
MAIN DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Accounts<ul style="list-style-type: none">• To have first-line responsibility for planning and managing the day-to-day administration of the income and expenditure, including but not limited to developing and maintaining the accounts systems, procedures and activities; ensuring sound accounting processes and control in accordance with IOPC Funds' Financial Rules and Regulations, policies and accepted accounting practices.• To lead the preparation of all aspects of the Funds' quarterly and annual accounts, procedural manuals and guidelines for the Finance Section as applicable.

<1> This is a dual-graded post. Selected Candidate to be hired at the lower grade and movement to the higher grade is possible, subject to fulfilling all necessary criteria.

- To provide clarifications, background information and responses to audit comments to the auditors, as appropriate.
- To administer/oversee the administration of salaries, allowances and related payments.
- In consultation with the IT Manager, to plan and implement computer accounting systems, defining requirements and improvements to other databases used by the Funds to better meet requirements.

2. Budget

- In close consultation with the Head, Finance and Administration Department, to lead the preparation and administer the implementation of the Funds' budgets with particular attention to projected income and expenses, information provided, verifying figures, checking budget proposals and providing all-inclusive data. Make recommendations for remedial action, conduct analysis of past and present operations, trends and costs, estimated and realised revenues, administrative commitments and obligations incurred.
- To develop, maintain and implement budgetary systems which provide control of income and expenditure.

3. Contributions

- To establish per tonne levy, determining the coefficient to calculate individual contributions, preparing/overseeing the preparation of invoices and statements to contributors, liaising with and responding to enquiries on all aspects of the above, as well as managing the receipt and recording of contributions from other sources.

4. Investments

- To provide analysis on all aspects of financial planning and investments of the Funds' assets and as assigned to deal with financial institutions in placements of funds.
- To participate in the Investment Advisory Body meetings to present findings and reply to queries.

5. Oil Reporting

- To have first-line responsibility for the efficient functioning of the oil reporting system and for its continuous improvement.

6. Additional Responsibilities

- To conduct annual or *ad hoc* assessment of finance risks of relevance to the Funds and provide updates on such.

- To take responsibility for the preparation and revision of documents for sessions of the governing bodies and other official meetings where applicable in respect to the Funds' budgetary, financial, contributions and investments reporting.

7. Managerial Responsibilities

- To oversee and manage the work of staff assigned to the Finance Section on a day to day basis, guiding, coaching and motivating team members as well as planning and distributing assignments and work. Take corrective and/or remedial action as appropriate, undertake performance appraisal of staff as needed and participate in the recruitment of Finance staff in close consultation with the Head of Department and the HR Manager.
- To deputise for the Head of Department as assigned.
- To act as signatory on behalf of the IOPC Funds in giving payment and investment instructions, in accordance with Administrative Instruction No 3.

8. Miscellaneous

Perform other related responsibilities, including replacing and/or backstopping for others within and outside the Department.

QUALIFICATIONS AND EXPERIENCE

- Advanced university degree in accounting, finance, public or business administration, or related field and/or professional accreditation as a Certified Public Accountant (CPA), Chartered Accountant (CA) or a similar professional accreditation. A first-level university degree in the above mentioned fields, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of seven years of progressively responsible experience in finance, administration, budget, accounting or related area is required, of which five years occupying similar positions to the one advertised, preferably within the UN system or other international system.
- Knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS). Computer literacy with a sound knowledge of accounting/financial software/ applications and financial databases.
- Excellent working knowledge of English (perfect command); working knowledge of French or Spanish desirable.

PERSONAL COMPETENCIES AND QUALITIES

- Ability to identify, analyse, prioritise assignments and resolve issues independently.
- Willingness to learn from others, able to work in a multi-cultural environment, working transparently, building trust and confidence with colleagues.
- Ability to work under pressure, monitor and adjust to demands.
- Demonstrate professional competence and mastery of subject matter.
- Ability to research information from a variety of sources.
- Communicate in a credible and effective way with tact, diplomacy and discretion.
- Demonstrate openness in sharing information and keeping people informed.
- Work collaboratively with others to achieve results.

- Setting an example.
- Delegate work to others providing them with direction and support.
- Foresee risks and allow for contingencies when planning.

APPLICATIONS

For your application to be considered, you must submit a completed 1992 Fund Personal History Form along with a covering letter stating your reasons for applying for the vacancy.

Applications should be sent electronically to recruitment@iopcfunds.org.

Applications may also be sent by post to:

Human Resources Manager
Finance and Administration Department
International Oil Pollution Compensation Funds
4 Albert Embankment
London SE1 7SR
United Kingdom

Telephone: +44-20-7592-7108

Telefax: +44-20-7592-7111

E-mail: recruitment@iopcfunds.org

Website: www.iopcfunds.org

You are encouraged not to send your application via multiple routes.

CLOSING DATE

Applications quoting the vacancy notice number should reach the IOPC Funds Secretariat as soon as possible but not later than 31 October 2016.

ANNEX

SUMMARY OF CERTAIN CONDITIONS APPLICABLE TO THE PROFESSIONAL CATEGORY STAFF OF THE IOPC FUNDS SECRETARIAT^{<1>}

SALARY

The net salary mentioned is net after staff assessment, free of income tax in the United Kingdom and subject to certain allowances and deductions as specified below.

Dependency Allowance

UK £1 898 per annum for each dependent child.

Where there is no dependent spouse, a single annual allowance of UK £664 for either a dependent parent, a dependent brother or a dependent sister.

Education Grant

For a staff member whose duty station is outside his or her home country, an education grant up to a maximum of £19,398^{<2>} annually per child is paid under certain conditions for children attending school or university in or outside the home country of the staff member.

Rental Subsidy

Under certain circumstances a rental subsidy may be granted to staff members newly arrived at the duty station when the rent represents a significant proportion of the total remuneration.

Repatriation Grant

A repatriation grant designed to assist a staff member to re-establish in his or her home country is paid on separation from service. A minimum of five years of service is required for the payment of the repatriation grant. The amount of the grant is proportional to the length of service and family status is also taken into account.

Provident Fund

In lieu of a pension fund, staff members will participate in a Provident Fund to which both the 1992 Fund and the staff members contribute. The staff member contributes 7.9% and the Organisation 15.8% of the pensionable remuneration. Staff members may also contribute an additional voluntary amount of up to 5% of their pensionable remuneration.

^{<1>} The terms and conditions of appointments to the IOPC Funds Secretariat are laid down in the Staff Regulations and Rules of the 1992 Fund.

^{<2>} This amount is applicable to the United Kingdom. Details of amounts expressed in local currency, applicable to other countries can be provided on request.

LEAVE

Annual Leave

Thirty working days per year on full salary.

Home Leave

A staff member whose duty station is outside the home country is entitled, once in every two years, to visit with eligible dependants the place of his or her recognised home at the expense of the 1992 Fund.

Sick Leave

Up to nine months on full pay in any period of four consecutive years.

HEALTH INSURANCE^{<3>}

Staff members and their eligible family members are enrolled onto the CIGNA group medical and dental insurance scheme, providing world-wide coverage.

TRAVEL AND RELATED EXPENSES

Travel

The 1992 Fund pays the cost of travel on appointment and, provided more than one year's service has been completed, on separation. Provided appointment is for one year or longer, travel costs are met for eligible dependants.

Settling-in grant

Provided the appointment is for one year or longer, the 1992 Fund pays a settling-in grant, at present **(September 2016)** at the rate of **£281.00** per day for the staff member and **£140.50** per day for each eligible dependant, for a period of 30 days after arrival in London plus a lump-sum amount equivalent to one month of net base pay plus applicable post adjustment.

Removal

The 1992 Fund pays the cost of removal of a staff member's personal effects and household goods, provided the appointment is for a period of two years or longer.

^{<3>} No after-service coverage.