



International Oil Pollution  
Compensation Funds

Reference	IOPC/2022/PER/Circ.2
Date	20 April 2022
1992 Fund Assembly	●
Supplementary Fund Assembly	

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

Subject: **Vacancy N°2022-2**  
**Finance Manager**

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The Director of the International Oil Pollution Compensation Fund, 1992 (1992 Fund) has the honour to enclose Vacancy Notice N°2022-2 for the post of **Finance Manager** which is to be filled as soon as possible.

To apply, a completed Personal History Form and cover letter should be submitted by email to the IOPC Funds Secretariat as soon as possible and no later than 1 June 2022.

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

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## INTERNATIONAL OIL POLLUTION COMPENSATION FUND, 1992

### VACANCY NOTICE N°2022-2

<b>POST</b>	Finance Manager, Administration Department
<b>DUTY STATION</b>	London, United Kingdom
<b>GRADE</b>	P4
<b>STARTING SALARY</b>	<p>Base salary for P.4, Step 1, is USD 75 602 net per annum free of United Kingdom income tax.</p> <p>Cost of Living Allowances:</p> <p>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 March 2022 is 64.3 and the exchange rate is £0.764 to the USD.</p> <p>The base salary of USD 75 602 plus post adjustment of USD 48 612 gives a total of USD 124 214 per annum free of United Kingdom income tax.</p> <p>For additional information on emoluments and other entitlements, see summary set out at the annex.</p>
<b>NATURE OF APPOINTMENT</b>	Fixed term of three years with the possibility of prolongation.
<b>ROLE</b>	Under the guidance of the Chief of Finance and oversight of the Head of the Administration Department:
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li><b>Accounts</b><ul style="list-style-type: none"><li>In close collaboration with the Chief of Finance and within the delegated authority, to plan and manage 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 Funds' Financial Rules and Regulations, policies and accepted accounting practices.</li><li>To ensure the efficient and orderly preparation of statements and notes for the quarterly and annual accounts, and to coordinate monthly reconciliations and preparation of accounts to trial balances.</li><li>To support the Chief of Finance in providing clarifications, background information and response to audit comments to the auditors, as required.</li><li>To administer monthly payroll as related to salaries, allowances and related payments, identifying areas for improving the payroll system.</li></ul></li></ol>

- Within the delegated authority, consult with the Head of the Administration Department, to plan and implement computer accounting systems, defining requirements and improvements to other Fund databases to better meet requirements.

## 2. **Budget**

- To play a key role in the preparation and administration for the implementation of the Funds' budgets with particular attention to projected income and expenses; verifying figures, checking budget proposals and providing all-inclusive data; conducting analysis of past and present operations, trends and costs, estimated and realised revenues, administrative commitments and obligations incurred; and recommending remedial action, as appropriate.
- In close collaboration with the Chief of Finance, to develop, maintain and implement budgetary systems which provide control of income and expenditure.

## 3. **Contributions**

- To support the Chief of Finance in the multi-faceted activities related to, *inter alia*, systems for receiving oil reports; tonnage records; invoicing contributions; per tonne levy determining the coefficient to calculate individual contributions and 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, including the preparation of treasury schedules and confirmations, analysis of the Funds' assets, and reports to IAB; as required, participate in the Investment Advisory Body (IAB) meetings to present findings and reply to queries.

## 5. **Oil Reporting**

- As assigned by the Chief of Finance, ensure the efficient and seamless functioning of Oil Reporting activities, suggesting improvements, when required.

## 6. **Additional Responsibilities**

- To conduct annual or ad hoc assessment of financial risks of relevance to the Funds and providing regular and/or ad hoc updates.
- To participate in the preparation and revision of documents for governing bodies and other official meetings, as applicable, in respect to the Funds' budgetary, financial, contributions and investments reporting.

**7. Managerial Responsibilities**

As delegated, to manage the day-to-day work of staff assigned to the Finance Section, including guiding, coaching and motivating team members; planning and distributing assignments and work; recommending corrective and/or remedial action to the Chief of Finance, and participating in performance appraisals and recruitment.

**8. Miscellaneous**

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

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**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 five years of progressively responsible experience in finance administration, budget, accounting or related area is required, of which three years in similar positions, preferably within the UN system or other international system.
- Excellent working knowledge (perfect command) of English; working knowledge of French or Spanish desirable.
- 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.

**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](mailto:recruitment@iopcfunds.org).

Telephone: +44 (0)20 7592 7108

E-mail: [recruitment@iopcfunds.org](mailto:recruitment@iopcfunds.org)

Website: [www.iopcfunds.org](http://www.iopcfunds.org)

**CLOSING DATE**

Applications quoting the vacancy notice number should be sent as soon as possible but not later than 1 June 2022.

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## ANNEX

### SUMMARY OF CERTAIN CONDITIONS APPLICABLE TO THE PROFESSIONAL CATEGORY STAFF OF THE IOPC FUNDS SECRETARIAT<sup><1></sup>

#### 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**

A dependent spouse allowance in the amount of 6 per cent of net base salary plus post adjustment, regardless of where the spouse resides.

A single parent allowance in respect of the first dependent child in the amount of 6 per cent of net base salary plus post adjustment.

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

£1 898 per annum for each dependent child.

##### **Education Grant**

For a staff member whose duty station is outside his or her home country, an education grant is paid under certain conditions for each dependent child 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 23.7% of their pensionable remuneration.

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

## **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<sup><2></sup>**

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 (March 2022) at the rate of £304 per day for the staff member, and £152 per day for each eligible dependant (who remains at least six months at the duty station), 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. A flat rate amount may be paid in lieu of the relocation shipment. The current flat rate for staff members with a dependant is USD 18 000 and for single staff members USD 13 000.

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<sup><2></sup> No after-service coverage.