



International Oil Pollution
Compensation Funds

Fonds internationaux
d'indemnisation pour les
dommages dus à la pollution
par les hydrocarbures

Fondos internacionales
de indemnización de daños
debidos a contaminación por
hidrocarburos

Our ref: PER/1/25

3 January 2025

VACANCY NOTICE N° 2025-1
(General Service Category)

FROM: The Director
International Oil Pollution Compensation Fund, 1992

SUBJECT: **Vacancy N°: 2025-1**
Finance Assistant
Administration Department

GRADE: G.6/G.7^{<1>} (£40 487 per annum, exempt of UK income tax)

NATURE OF APPOINTMENT: Fixed-term of three years (renewable)

The International Oil Pollution Compensation Funds (IOPC Funds) are two intergovernmental organisations (1992 Fund and the Supplementary Fund) which provide compensation for pollution damage resulting from oil spills from tankers. At present, 122 countries belong to the 1992 Fund. The IOPC Funds are administered by a joint Secretariat, based in London, with 27 staff members.

The position of Finance Assistant, Administration Department, in the Secretariat of the IOPC Funds is to be filled as soon as possible. Recruitment under this vacancy is limited to local status only^{<2>}.

Applications, accompanied by a completed Personal History Form and cover letter, should reach the IOPC Funds' Secretariat as soon as possible and no later than 2 February 2025.

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

<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.

<2> Local status requires unhindered and complete eligibility to live and work in the United Kingdom.

A MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of the Finance Manager, and the oversight of the Chief of Finance, the Finance Assistant will be assigned all or part of the following responsibilities:

1. Accounts

To provide support to the Finance Manager in the preparation of the Funds' quarterly and annual accounts, preparing schedules and reconciling specific accounts on own initiative or on specific instructions by:

- preparing draft financial statements and detailed disclosures to the accounts;
- reconciling general ledger accounts on a regular or *ad hoc* basis;
- independently carrying out monthly bank reconciliations, including preparing and posting journals; checking summary statements against reconciliations, ledgers, etc. to ensure accuracy and validity;
- reviewing reconciliations and accounting entries prepared by colleagues, providing assistance where needed and checking for accuracy; and
- other related tasks, as required.

2. Finance

To serve as focal point for the preparation and distribution of invoices to contributors, including the calculation of amounts to be levied per tonne in accordance with the decisions of the governing bodies.

On own initiative and/or as assigned, to check invoices and statements against contributors' records (oil reports and customer ledger) to ensure correct use of tonnages, contact details, amounts invoiced and brought forward balances.

To calculate interest on all contributor balances for reconciliation with individual contributor's account, checking outstanding contributions and receipts of contributions, ensuring balances are correct and interest is correctly issued to the customer ledger; to work with colleagues on the basis that one person prepares, and one person checks for discrepancies; and to work collaboratively to identify problems and propose remedial action to the Finance Manager.

To recognise payments of contributions on the customer ledger and prepare receipts to be sent to contributors, as well as to draft correspondence to contributors including following-up on outstanding contributions and contributors' queries.

To research and verify data and draft documents on contributions for meetings of the governing bodies.

3. Salary Administration

To calculate monthly salaries and allowances, including the preparation of accounting entries with due respect to strict deadlines; updating accounts records; verifying and recording transactions for submission to the Chief of Finance/Finance Manager, and drawing their attention to discrepancies and/or problems, proposing solutions or remedial action to facilitate decision-making.

4. Investments

To have responsibility for the administrative actions related to the investment of the Funds' cash assets, checking that cash deposits are made in accordance with the Financial Regulations,

guidelines and approved counterparty list, preparing GBP and foreign exchange investment schedules, bank confirmations, bank transfers and accounting entries, as well as storage of supporting documentation.

To prepare schedules/documents for the Investment Advisory Body meetings and draft documents on investments for governing bodies meetings, in a timely manner.

5. Administrative Responsibilities

To assist the HR Manager with administrative duties as required.

To serve as focal point for the provision of financial information such as up-to-date figures on claims and claims related expenditure, including researching and compiling historical data. To check financial data for Funds' publications as required.

To maintain records of supporting documentation for all financial transactions.

To draft and finalise correspondence on own initiative or as requested.

6. Miscellaneous

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

B REQUIRED QUALIFICATIONS

- Intermediate qualification of a recognised professional accounting institute (ACA, CA, CPA, CIMA or equivalent) and training in accounting, plus experience of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS).
- University degree with at least **four years** of relevant experience in accounts or finance; or, completion of secondary education, with **at least six years** of relevant experience in accounts or finance.
- Excellent knowledge of English (perfect command).
- Knowledge of French or Spanish an asset.
- Computer literacy with proficiency in the use of accounting software, and MS Office e.g. Word, Excel, Power Point, etc.

C REQUIRED COMPETENCIES

- Demonstrated ability to organise own work and priorities to meet demands and deadlines while maintaining attention to detail.
- Capacity to understand respective needs and propose solutions.
- Ability and willingness to solve problems and propose improvements.
- Ability to identify, analyse, prioritise assignments and resolve issues independently.
- Willingness to learn from others, ability to work in a multi-cultural environment, working transparently, building trust and confidence with colleagues.
- Ability to work under pressure, monitoring and adjusting to demands.
- Demonstrated professional competence and mastery of subject matter.
- Ability to research information from a variety of sources.
- Ability to communicate in a credible and effective way with tact, diplomacy, and discretion.
- Demonstrated openness in sharing information and keeping people informed.
- Ability to work collaboratively with others to achieve results.

D Salary

The salaries paid by the 1992 Fund follow the United Nations common system and are exempt of United Kingdom income tax.

E 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.

F LEAVE

Annual Leave

Staff members are entitled to thirty working days per year on full salary.

Sick Leave

Staff members are entitled to up to nine months on full pay and nine months on half pay in any period of four consecutive years.

G 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.

H APPLICATIONS

For your application to be considered, you must submit a completed 1992 Fund Personal History Form (available from our website www.iopcfunds.org) which must be accompanied by a cover letter stating your reasons for applying and any experience you have relevant to the post.

Applications should be sent electronically to the following email address: recruitment@iopcfunds.org. Only applications submitted via email will be accepted.

Please state reference 'Vacancy No. 2025-1' as well as the title of the post in the subject line.

Candidates may be tested in all relevant areas.

I CLOSING DATE

Applications should reach the IOPC Funds' Secretariat as soon as possible but no later than 2 February 2025.

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