



The Permanent Bureau of the Hague Conference on Private International Law (HCCH) is seeking an:

**Accountant (full-time).**

The ideal candidate will possess the following qualifications:

- A degree in accounting;
- At least five years of relevant experience, preferably within an international working environment;
- Familiarity with Dutch and IPSAS accounting standards;
- Fluency in English with working knowledge of Dutch. Working knowledge of French is an asset.

He or she should work well in a team and respond well to time-critical requests. He or she will have good organisational skills and will be experienced in handling confidential issues. He or she will be able to work independently in a high-pressure environment.

The successful candidate will report to the Secretary General and work in close co-operation with the Senior Financial Officer in the areas of accounting (incl. preparation of financial statements), budgetary monitoring, and financial management. The successful candidate will be part of a three-person Finance Office within the administrative team of the Permanent Bureau.

Duties will include:

- Preparing the Organisation's draft Budget;
- Bookkeeping;
- Designing an internal control framework;
- Preparing financial statements for the audit;
- Monitoring and analysis of expenses, summarisation and forecast of the organisation's financial position, monitoring of all budget lines;
- Providing substantive support in developing and implementing new accounting system;
- Preparing monthly financial reports and statements, including monthly income (P&L) and pension statements, and bank reconciliation statements;
- Liaising with the auditors and responding to external audit observations with respect to the audit of the financial statements;
- Assisting with the implementation and monitoring of the system of financing the Pension Scheme; and
- Other projects as assigned.

**Type of appointment and duration:** two-year contract with a six-month probationary period.

**Starting date:** January 2015.

**Salary:** The Permanent Bureau follows the remuneration scale of the Co-ordinated Organisations (this is a B-grade position).

**Deadline for applications:** 5 December 2014.

**Applications:** written applications should be made by e-mail, with *Curriculum Vitae*, letter of motivation and the contact details for at least two references, to be addressed to the Secretary General, at <applications@hcch.nl>.