



**COMMONWEALTH  
SECRETARIAT**

**Management Accountant**

**APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS**

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competences and other requirements for the position. The person specification describes the skills and experience required for the post. Please consider this and think about how your skills and experience fit with them. Address each point of the person specification and say **briefly** how your skills and experience meet the criteria. Take each one in turn, giving concrete examples from your professional experience which demonstrate how you meet these criteria. Please ensure that you complete the Monitoring Form and return with your application.

Your application should be received no later than **19<sup>th</sup> January 2007**.

Should you be shortlisted, you will be required to produce evidence of any educational and professional qualifications supporting your application, on the day of your interview.

Before you apply please take note of the following;

- You must be a national of a Commonwealth country.
- Salary on appointment is £51,150 per annum
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to satisfactory references. Please provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that ensuring that you account for the last two years of your employment history, in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. We will not take up references until after any qualified offer of employment has been made.

Thank you for your interest.

Ms Anasia Teete

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*E-mail: [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)*

## JOB AND PERSON SPECIFICATION

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<b>Job Title:</b>	<b>Division:</b>	<b>Pay Point:</b>
Management Accountant	Corporate Services Division Finance & Management Information Section	F

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Reports to:	Head of Finance
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### General information

*The Finance and Management Information Section (FMIS) forms part of the Corporate Services Division (CSD), providing financial management and accounting services to the Secretariat. The section prepares budgets and final accounts for the various Commonwealth funds, manages payroll, payments and travel and subsistence for both full time staff and contracted experts, and provides financial information to Secretariat management and the governing bodies.*

### Job summary

The Management Account is accountable for the accurate, reliable and timely preparation of the Secretariat's monthly management accounts. The post-holder will support the Head of Finance in the implementation of Secretariat strategies and policies in relation to management accounts and will manage the work of the management accounting team. The section is involved in a wide ranging finance improvement programme alongside the adoption of the International Accounting Standards (IAS). The programme includes review, revision, and updating of financial regulations, policies, procedures, and controls. It also involves streamlining of systems, and staff development.

### Task description

The post-holder:

#### **Provides professional financial support to the organisation by:**

- Preparing the Secretariat's annual budgets and longer term financial plans and accurate, reliable and timely monthly management accounts;
- Regularly monitoring financial performance against budgets and plans and implementing action plans to address any shortfalls;
- Advising on financial plans, performance, accounting principles, policies and processes and providing recommendations on the basis of analysis of management information and participates in decision-making processes when required;

- Reviewing and quality assuring the management accounts prepared for other parts of the Secretariat;

**Establishes and maintains good relationships with internal and external customers by:**

- Establishing and maintaining good relationships with internal and external customers, including defining and communicating appropriate service standards;
- Monitoring information about performance against service standards with internal customers;
- Monitoring feedback from member Governments and other key external customers and assisting the Head of Finance in responding effectively;

**Provides leadership, promotes effective team working and ensures staff motivation by:**

- Promoting effective team working and managing and supporting the professional and technical development of finance and non-finance staff;
- Managing the work of the Management Accounts Officer and Management Accounts Assistant.
- Setting objectives for staff and conducting performance appraisals.
- Identifying training and development needs of staff and organising relevant training and coaching to meet these needs

**Performs any other duties as may be required from time to time.**

**Person specification**

**Education:**

Essential: A professionally qualified accountant

**Experience:**

Essential: At least 5 years' post-qualification and management experience

**Competencies**

Applicants should be able to demonstrate:

- A proven track record of delivering high-quality results including demonstrated management accounting experience;
- Effective management and leadership skills with the ability to plan and manage work and resources;

- People management skills with the ability to monitor and review performance, address poor performance and motivate staff;
- Effective interpersonal and communication skills, including the ability to interact effectively at senior levels;
- Strong analytical skills;
- Sound knowledge and experience in using a computerised financial system and preparing management reports that are readily understood by users;
- Strong Microsoft Excel skills and good basic word, email and internet research skills;
- In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

December 2006



## COMMONWEALTH SECRETARIAT

### SUMMARY OF TERMS AND CONDITIONS FOR PAYPOINT F

This is a summary of the principal terms and conditions for Pay Point F at the Commonwealth Secretariat. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

#### **A. GENERAL**

<b><i>Contract Term</i></b>	Appointments are on limited term contracts usually of three years. Contracts may be renewed by mutual agreement and subject to fully satisfactory performance. Staff at this level may normally serve for not more than three three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
<b><i>Medical</i></b>	Appointments are subject to passing a medical examination.
<b><i>Clearance</i></b>	Appointments are also subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment.
<b><i>Probation</i></b>	All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
<b><i>Period of Notice</i></b>	During probationary service, the appointment may be terminated by the Secretariat giving five weeks notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.
<b><i>Annual Leave</i></b>	25 working days per year.
<b><i>Pension/Gratuity</i></b>	Staff are eligible to join the Secretariat's Group Stakeholder Pension Plan (GSPP). This is a combination of a group personal pension and a stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.

Alternatively, staff who do not wish to join the GSPP, may opt to join

the gratuity scheme, whereby each month the Secretariat will pay the equivalent of 15 per cent of gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Further information on Group Stakeholder Pension and the gratuity scheme can be obtained from the Finance Section through Mrs Rosemary Saverus on 0207 747 6162.

**Retirement Age** 60th birthday.

## **B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS**

**Salary** £51,150 per annum gross, subject to deductions of National Insurance contributions and UK income tax. This salary is fully inclusive.

## **C. APPOINTMENT OF OVERSEAS RECRUITED STAFF**

“Overseas Recruited Staff Member” means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

**Salary** As per Salary for Section B. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and UK income tax.

**Installation & Termination Grant** Will be provided on commencement and termination of appointment at 7% of net salary.

**Accommodation Allowance** Will be paid monthly at a rate of 30% of gross salary. Please note that this allowance is subject to UK income tax.

**Travel** Upon commencement and termination of service, the staff member and accompanying family members (as defined in Rule 69 (c) and (d) in the Sutherland Human Resource Handbook) will have their air travel costs met by the Secretariat. For exact entitlements regarding class of travel please contact Human Resources Section at the Commonwealth Secretariat.

In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

**Home Leave** The staff member is entitled to home leave once in every three years of qualifying service. Please see Rule 81 in the Sutherland Human Resource Handbook for more information.

**Education Allowance** An education allowance, to assist with tuition fees, board and lodging only, is paid as a reimbursable cost<sup>+</sup> for dependant children\* up to the age of 23 provided they are in continuing full-time education in a

fee paying institution at the time of the staff member's appointment as follows:-

Up to £3,000 per child per annum for pre-primary school

Up to £4,000 per child per annum for primary & secondary school

Up to £5,000 per child per annum, for tertiary education (only for the first tertiary degree)

**In cases where a dependent child is in full time education overseas, the amount allocated may be used towards air fares for visits to parent(s) in London.**

***Transporting Effects and initial appointment arrangement***

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child\* residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child\*. No separate allowance will be made for transporting an automobile and not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £25,000.

***Subsistence Allowance***

When first taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and a dependent child\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival in post. Thereafter, the cost of a furnished apartment will be reimbursed for a period of up to three weeks or until suitable accommodation is secured, whichever is the earlier. Accommodation allowance will then be payable.

***Diplomatic Immunities & Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

+ on submission of receipts

- **'Dependent child'** means an unmarried natural or legally adopted child of the staff member, who normally resides with the staff member and who is under the age of 18 years or, a child under the age of 21 years who is in full time attendance at an educational institution. With regards solely to Education Allowance a dependant child is recognised up to the age of 23. The Secretary-General may also declare a child who is not the natural or legally adopted child of the staff member as "dependent" on the basis of the information provided. The Secretary-General may waive the requirements as to age and attendance at an educational institution where the child is totally and permanently disabled. Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.



**COMMONWEALTH SECRETARIAT**

**Human Resources Section**

**MONITORING FORM - SECRETARIAT HEADQUARTERS**

Please complete the form below providing the information to enable us to monitor our recruitment and ensure that our recruitment process is free from bias or unfair discrimination. The Commonwealth Secretariat is committed to observing the principles and practice of Equality of Opportunity in all its activities.

**Forename(s)**.....

**Surname**.....

**Nationality**

Please state.....

**Gender**

Please indicate with an "X" Male ..... Female .....

**Date of birth**

Day "dd" e.g. "03"	Month "mm" e.g. "10"	Year "yyyy" e.g. "1973"

**Disability**

Please indicate with an "X" whether you consider you have a disability or not.

Disability: Yes ..... No.....

If you have indicated "Yes" that you do consider you have a disability please details in the space below of any special requirements that you may require when attending for interview or group selection activities so that we can consider how to meet those needs to ensure equality of opportunity.

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**Where did you see this post advertised?**

Please tell us in which publication or on which website where you saw this vacancy advertised.

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Thank you for completing these details – please make sure you return your completed form with your application.