



International Organization of Securities Commissions
Organisation internationale des commissions de valeurs
Organizaç o Internacional das Comiss es de Valores
Organizaci n Internacional de Comisiones de Valores
المنظمة الدولية لهيئات الأوراق المالية

VACANCY NOTICE

POSITION TITLE: Finance Assistant

LOCATION: IOSCO Headquarters, Madrid (Spain)

TYPE AND DURATION OF ENGAGEMENT: The selected candidate may be eligible for a permanent position within the IOSCO General Secretariat

START DATE: 1 February 2018

ROLE:

The Finance Assistant is responsible for assisting the Finance Advisor and the Head of Finance in administering the day to day accounting, treasury and finance functions of IOSCO. The Finance Assistant will work closely with, and under the supervision of, the Finance Advisor and will report the Head of Finance.

KEY RESPONSIBILITIES INCLUDE:

- Bookkeeping, general accounting and reporting
 - Collect invoices/receipts. Review and assess against purchase orders, budget and policies.
 - Bookkeeping and record transactions
 - Analyse and reconcile accounts.
- Planning, budgeting, and forecasting
 - Assist the Finance Advisor in collecting the relevant data for the development of the budget, forecasts and simulations.
- Payments
 - Collect and organize payment orders;
 - Process payments and liaison with banks;
 - Perform payment reconciliations.
- Travel & Expenses -- policy, reconciliation and reimbursement
 - Assist in the travel expense claim process, including audit expense reports.
 - Maintain auxiliary travel ledger for reporting purposes and internal controls.
- Revenue collection
 - Invoice IOSCO Members.

Calle Oquendo 12
28006 Madrid
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Tel.: + 34 91 417.55.49
Fax: + 34 91 555.93.68
info@iosco.org - www.iosco.org



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- Maintain updated records of status of contributions, including those that are outstanding.
 - Follow up of outstanding contributions, including sending reminders.
- Treasury and cash management
 - Monitor payments, collections and bank balances;
 - Reconcile credit card statements.
- Other ad-hoc duties as required

REQUIRED SKILLS AND QUALIFICATIONS:

- A university degree (preferably in Accounting, Economics, Finance or Business Administration);
- 2-3 years of experience in Accounting / Finance Department / Big Four;
- Excellent proficiency in written and spoken English;
- Advanced knowledge in Excel and other standard accounting ERPs;
- Strong analytical and numeracy skills;
- Excellent communication skills;
- High attention to detail and organizational skills;
- Ability to operate as a member of a multi-national and multi-cultural organization;
- Positive attitude; and
- Experience with SAGE would be a plus.

About IOSCO

- The International Organization of Securities Commissions (IOSCO) is an international organization headquartered in Madrid, Spain that brings together the world's securities regulators and is recognized as the global standard setter for the securities sector.
- IOSCO was established in 1983. Its membership regulates more than 95% of the world's securities markets in more than 115 jurisdictions; securities regulators in emerging markets account for 75% of its ordinary membership.
- IOSCO develops, implements and promotes adherence to internationally recognized standards for securities regulation. It works intensively with the G20 and the Financial Stability Board (FSB) on the global regulatory reform agenda.
- IOSCO's objectives include the protection of investors, the maintenance of fair, efficient and transparent markets, and seeking to address systemic risks.
- The IOSCO Finance department is responsible for the management of the financial resources of the Organization, its internal controls and its internal and external financial reporting, include the Secretariat's liaison with the IOSCO Finance and Audit Committee and the IOSCO Board.
- Further details about IOSCO available on its website: www.iosco.org

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DEADLINES FOR APPLICATIONS: ON OR BEFORE 22 JANUARY 2018

Interested applicants are requested to [click here](#) to apply online and provide their CV with a cover letter outlining their interest and experience.

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