



REPUBLIEK SURINAME



MINISTERIE VAN BUITENLANDSE ZAKEN,
INTERNATIONALE HANDEL EN SAMENWERKING

BEKENDMAKING

Vacante functie als accountant (Grade P2) OACPS Secretariaat

Het Secretariaat van de Organisatie van Afrikaanse, Caribische en Pacifische Staten (OACPS) maakt bekend dat de functie van **accountant (Grade P2)** op het kantoor van de organisatie in Brussel, België, vacant is.

Kandidaten voor de functie moeten staatsburgers zijn van lidstaten uit de Afrikaanse, Caribische en Pacifische regio's en moeten aan de volgende vereisten voldoen:

- een kopie van hun geldige paspoort bijvoegen als bewijs van hun nationaliteit;
- copieën van onderwijscertificaten en andere documenten die de competentie en professionele ervaring van de genomineerde aantonen, bijgevoegen.
- een motivatiebrief indienen en een bijgewerkte curriculum vitae welke is ingevuld in Europass-formaat <https://europass.cedefop.europa.eu/editors/en/cv/compose>
Aanvragen die in een ander formaat dan het standaard cv-formaat worden ingediend, worden als onvolledig beschouwd en niet verder beoordeeld

Nadere informatie kan worden verkregen via de website:
<https://www.oacps.org/employment/job-openings-at-the-oacps/>

Aanvragen moeten **vóór 23.59 uur op de uiterlijke datum 25 december 2025** worden ingediend via de link op de BambooHR-pagina (zie website hierboven) bij het Secretariaat van de OACPS. Alleen geselecteerde kandidaten worden benaderd, en degenen die serieus worden overwogen, zullen referentie controles ondergaan.

Voor meer informatie kunt u contact opnemen met het Directoraat Internationale Samenwerking via **sec.dis@mofa.gov.sr**.

BR 4.12.2025



ACP/41/161/25

Department of Global Operations [RNT/can]

NOTE VERBALE

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) presents its compliments to the Embassies and Missions of the Member States and has the honour to announce a vacant post of Accountant (Grade P2) at the Secretariat:

Attached for the attention of the Missions:

- The Job Description of the post

Applicants should apply on the OACPS Website via the link below:

<https://acpaccount.bamboohr.com/careers>

Applications must be accompanied by an updated curriculum vitae completed in the following format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>. Applications in another format will be treated as incomplete and will not be considered for further evaluation.

Applicants must provide copies of degrees, diplomas, certificates and any other documents attesting to their competence and professional experience.

Candidates must be nationals of OACPS Member States and must enclose a photocopy of their valid passport as proof of nationality.

Please note that only shortlisted applicants will be contacted at a later stage.

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) is at the disposal of the OACPS Missions for any further information and avails itself of this opportunity to renew to the Embassies and Missions of the Member States the assurances of its highest consideration. Ns

Ingekomen Secr. DIS
No.: 211
d.d.: 27/11
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Brussels, 26 November 2025

Ingekomen. ODIOSIH
No.: 459
Par.: 27/11/25
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To all OACPS Embassies and Missions

Avenue des Communautés, 110 • 1200 Woluwe Saint Lambert • Téléphone : +32-2 743 06 00

E-Mail: Registry@acp.int • Website : <http://www.oacps.int>

Facebook: www.facebook.com/PressACP • Twitter: www.x.com/pressacp • Youtube: m.youtube.com/pressacp

Handwritten notes in blue ink: "Br 26.11.2025", "H-27/11/25", and "E.H. van".



ORGANISATION OF AFRICAN, CARIBBEAN AND PACIFIC STATES

I. Position information	
Job Title : Accountant Position Number: TBD Department: Global Operations Reports to: Head of Finance & Budget Unit Direct Reports: 0 Position Status: International	Grade Level: P2 Duty Station: Brussels, Belgium Family Duty Station: Yes Date of Issuance: Closing Date: Duration: 3 years (Renewable) Type of assignment: Staff member

II. Context
<p>Comprised of 79 Member States from Africa, the Caribbean and the Pacific, the Organisation of African, Caribbean and Pacific States (OACPS) strives to achieve the sustainable development of its members and their progressive integration into the world economy. As the largest group of southern countries, the OACPS recognizes its own structure and history as a form of South-South cooperation and aims to strengthen its role in promoting and coordinating South-South and Triangular Cooperation (SSTC), a key strategy for development and achieving Sustainable Development Goals.</p> <p>Created by the Georgetown Agreement in 1975, the organization continued to evolve to adequately deliver its mandate. With the recent signing of the Samoa agreement, the organization is entering into a new relationship with one of its biggest partners, the European Union.</p> <p>While the OACPS HQ is in Belgium, the organization also relies on two liaison offices, one in Geneva (Switzerland) and a second in Malabo (Equatorial Guinea), recognized as the OACPS Information Centre for South-South and Triangular Cooperation.</p> <p>Under the overall guidance of the Assistant Secretary-General for Global Operations and the direct supervision of the Head of the Finance and Budget Unit, the Accountant is responsible for managing the day-to-day finance and accounting operations, including journal entries, accounts receivable and payable, payroll, and use of financial management systems.</p> <p>He/she ensures the accuracy, compliance, and completeness of all financial transactions, timely reconciliation and reporting of financial statements, and preparation of financial analyses for the Director and other key stakeholders as requested.</p> <p>The accountant also implements and trains staff to use financial software that streamlines processes and enhances transparency, efficiency, and accessibility of financial information.</p>

III. Duties and Responsibilities



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Summary of Key Functions

Under the direct supervision of the Head of the Finance and Budget Unit, the Accountant shall perform the following duties:

1. Accounting and Financial Transactions

- Record all day-to-day transactions including accounts payable, receivable, cash receipts, credit card transactions, and payroll, ensuring accuracy and completeness.
- Perform timely and accurate month-end journal entries and balance sheet reconciliations (e.g., assets, investments, revenues, expenses, payroll allocations).
- Ensure proper recognition of revenues and expenditures and maintenance of accurate accounting schedules.

2. Payment File Preparation and Documentation

- Prepare payment files ensuring all supporting documentation (invoices, purchase orders, delivery notes, acceptance certificates, etc.) is complete and compliant.
- Coordinate with operational departments to obtain missing documentation or verification of goods and services received.
- Ensure all payment requests are verified, validated, and processed according to internal control procedures.

3. Budgetary Control and Financial Analysis

- Monitor commitments and expenditures against approved budgets and report on variances.
- Support the Head of Unit and Directors in developing and monitoring departmental, project, and organisational budgets.
- Provide analytical support, including monthly and quarterly financial reports and forecasts.

4. Cash Management and Reconciliation

- Manage petty cash in line with OACPS financial rules and ensure regular reconciliations.
- Reconcile bank statements and resolve discrepancies in a timely manner.
- Monitor cash and investment balances and perform cash flow forecasting.

5. Internal Control, Audits and Compliance

- Develop and implement robust internal financial controls to safeguard assets and ensure data accuracy.
- Coordinate internal and external audits, ensuring compliance with applicable regulations and international standards.

6. Systems and Capacity Building

- Promote the use of technology to streamline and improve accounting and financial operations.
- Train and support staff in the effective use of financial management systems and tools (e.g., Oracle, Sage Intacct, BILL, Odoo).



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- Contribute to the continuous improvement of financial procedures and automation of processes.

7. Liaison and Coordination

- Maintain professional relationships with banks and financial institutions.
- Collaborate with all OACPS departments on finance-related matters and ensure timely communication and service delivery.
- **Any other task as required by the ASG in charge or Global operations.**

IV. Competencies

Corporate Competencies

- Places the good of the organization above personal, national, or any other interest.
- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting her/his work and status.
- Accepts responsibility and accountability for the quality and correctness of his/her decisions and resulting outcomes

Functional / Technical Competencies

- Strong background in accounting, auditing, and financial management.
- Excellent command of international accounting standards and practices.
- Proven experience with financial management systems (e.g., Oracle, Sage Intacct, BILL, Odoo).
- Strong data analysis and financial reporting skills.
- Sound knowledge of internal controls, risk management, and compliance frameworks.

Managerial Competencies

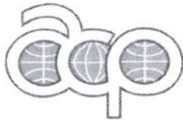
- Ability to collaborate and work with colleagues of varying grades and cultural backgrounds.
- Comfortable with change management and capable of monitoring and adjusting plans and actions when necessary.

Behavioural Competencies

- Demonstrates strong leadership and mentoring skills with ability to guide and train colleagues.
- Excellent written and verbal communication, with capacity to explain complex financial concepts in clear, simple language.
- Detail-oriented, organised, and capable of working under pressure and tight deadlines.
- Proactive, adaptable, and able to propose process improvements and innovative solutions.

V. Recruitment Qualifications

Education :	Undergraduate degree in Accountancy, Finance, or a related field. Professional certification (e.g., CPA, ACCA, CIMA) is an asset.
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Experience :	<ul style="list-style-type: none">- Minimum of five (5) years of progressively responsible professional experience in accounting or finance at national and/or international level.- Experience in regional or international organizations is a strong advantage.- Proven exposure to project cycle management of EU-funded program and contracts is highly desirable.- Previous work experience in a regional or international organization is a strong advantage.- Significant exposure to project cycle management of EU funded programs and contracts is desirable.- Work experience in an EU-funded program or entity or agency will be an added advantage.
Language Requirement:	Good command of English and French. Working knowledge of other languages, including Portuguese or Spanish will be considered as an added advantage.

Special Notice

1. Candidates for the post must be nationals of Member States from the African, Caribbean and Pacific Regions. They must therefore attach a copy of their valid passport for proof of nationality
2. Applications for this post should be submitted through the link provided on the BambooHR page and must reach the Secretariat by midnight on the deadline date. All applications must be accompanied by a motivation letter, an updated curriculum vitae completed in the Europass format (<https://europass.cedefop.europa.eu/editors/en/cv/compose>), and copies of educational certificates and any other documents that attest to their competence and professional experience. Applications submitted in any format other than the standard CV format will be considered incomplete and will not be evaluated further.

Only shortlisted candidates will be contacted, and those under serious consideration will be subject to reference checks.

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