

Management accountant

Attachment : Financial department

The International Council of Museums (**ICOM**) is an international organization bringing together museums and museum professionals. Its head office is located in Paris and composed of 28 employees. ICOM is:

- A network of 44,686 museum professionals in 138 countries and territories
- A forum of experts composed of 119 national committees and 32 international (scientific) committees
- A non-governmental organisation (NGO) dedicated to research, professional training and the protection of cultural heritage

Official website : <http://icom.museum>

Missions

The Management accountant is in charge of analyzing the discrepancies between the budget and the actual figures, contributes to the accounting, financial and administrative activities of the general secretariat, and in particular:

- Assists the head of department for all flow management and financial issues
- Analyses in cooperation with the Membership department, the membership dues received in the Secretariat in accordance with the different membership grid and categories by country and the follow-up of the stickers sent
- Collaborates with the head of department for the preparation of budgets
- Prepares the financial statements for December 31 of each year with the help of the head of department and the chartered accountant
- In collaboration with the head of department, prepares the justifying documents for the auditor so as to have the financial statements approved with no reservation
- Recommends solutions to remedy the difficulties encountered
- Records operations related to the accounting of International Committees
- Determines the procedures for the internal control of the International Committees
- Executes SAREC decisions (Strategic Allocation Review Commission) with regards to grants awarded to International Committees, National Committees and Regional Alliances
- Assists the International Committees in the use of their banking system.
- Replaces the head of department in case of absence

(Non-exhaustive list)

Profile

Qualifications :

- Master degree level in accounting/management control/audit (Business school, specialized Master ...)

Experience :

- 2/3 years of professional experience minimum

Qualities :

- Rigour, responsive, proactive
- Teamwork and excellent interpersonal skill
- Versatile, dynamic, responsive, able to work on cross-cutting issues with flexibility and a sense of priorities.

Skills :

- Fluent in English and French, Spanish is a plus.
- Accounting software Cegid, Office environment including Excel (expert level)
- Knowledge of the cultural sector and museums is a plus
- International environment

Benefits :

- Possibility of teleworking (2 days per week max.)
- Vacation days : 30 days per year
- Health mutual: 100% paid by the employer
- Full time job (37,5 hours per week), Executive status

If you are interested in this offer, please send your application to icom.jobs@icom.museum before June 9, 2023.