

Job Description

Deadline: 19/09/2025

Job Title: Regional Accountant

Contract Term: Permanent, Full time

Location: São Paulo

Travel required: up to 15%

Team: Finance

About the Organisation:

Public Services International (PSI) founded in 1907, is a global trade union federation that unites more than 30 million workers and represents 700 unions in 154 countries and territories on five continents. PSI has three regional centers and offices in 15 countries around the world. PSI works with the United Nations system and in partnership with labour, civil society and other organizations. PSI is dedicated to promoting quality public services everywhere in the world, working to defend the interests of public service workers, coordinating public sector struggles to defend their rights, social and economic justice and the quality and accessibility of these services.

PSI is a trade union federation that offers equal opportunities and is committed to building a diverse and inclusive organization. We encourage all applications, including from people of all racial and ethnic backgrounds, people with disabilities and LGBTQ+ people; we offer accommodations for disabled workers. PSI believes that a diverse workforce is essential to our success, and we are committed to creating a welcoming and supportive environment for everyone.

Overall responsibilities:

The Regional Accountant will be responsible for managing the accounting operations of the six subregions the Interamerica region, ensuring compliance with local and international accounting standards. This role has a strong regional dimension, requiring oversight of multiple offices and acting as the key accounting expert for the region.

Key responsibilities of the position include:

Regional Accounting & Financial Management

- Monitoring and managing the accounting operations of the six sub-regional offices in the Inter-America region: 1) São Paulo (Brazil), 2) Barbados (Caribbean), 3) Santiago (Chile), 4) Bogotá (Colombia), 5) Mexico City (Mexico), 6) New York (USA).
- Inserting all financial transactions of the six sub-regional offices into Microsoft Dynamics Business Central (BC).
- Ensuring the preparation, local accounting standards and timely validation of the financial statements (monthly, quarterly and annual) of the six sub-regional offices.
- Managing financial flows and optimizing cash management in the six sub-regional offices.

Tax Compliance & Regulatory Oversight

- Preparing and reviewing tax returns, ensuring accuracy and timely submission.
- Ensuring compliance with accounting standards in each location.
- Ensuring that all six sub-regional offices fulfil their local tax obligations.
- Acting as the main point of contact with auditors.

Regional Accounting Expertise & Internal Controls

- Acting as the main accounting reference for all six sub-regional offices.
- Providing technical guidance to the teams in the six sub-regional to ensure that best practices are applied.
- Ensuring compliance with the group's reporting guidelines and provide recommendations for improvements to the accounting process.

Leadership & Cross-Functional Collaboration

- Providing financial analyses to support decision-making at a regional level.
- Collaborating with the global office on financial reporting and regional financial alignment.

Supervision:

The position reports to the Regional Secretary. (Functionally to the Head of Global Operations in Ferney)

Cross-functional links:

The position will work in close collaboration with all departments at the regional office, and the finance team at the head office in Geneva.

Employment conditions:

The salary will be compatible with the responsibilities described above. The working week will be 40 hours. Employment will be on a CLT (Consolidação das Leis do Trabalho) as per the local Brazilian applicable law.

Selection criteria:

Education:

- Degree in Accounting. Master's degree would be an advantage.

Softs Skills and attributes:

- Commitment to the organization's mission and values.
- High level of integrity and ethical standards.
- Proactive, detail-orientated and able to work effectively in a multicultural environment.
- Excellent organizational skills, including the ability to multitask, meet deadlines and manage competing priorities under pressure.
- Strong team spirit, able to communicate with colleagues and external partners from diverse backgrounds.
- Initiative and ability to plan, work autonomously and as part of a team.

Technical Skills:

- Excellent command of Excel.
- Experience with Microsoft Dynamics Business Central (BC) will be an advantage.

Experience:

- At least 5 years' experience in accounting management, ideally in a regional or multi-entity environment.

Languages:

- Ability to work in Portuguese, Spanish, English.

Submission and analysis of proposals:

- Send a cover letter explaining your motivation for applying for this position, your skills and experience related to the job, based on the criteria listed in the job description, attach your CV resume and send it by September 19, 2025 to the email:: psi.interamerica@world-psi.org

São Paulo: 20/08/2025