

# TREASURY ASSISTANT

**DUTY STATION:** Sarajevo

**GRADE:** 5

**CONTRACT TYPE:** National (temporary consultancy contract)

**START DATE:** As soon as possible

**END DATE:** 31 March 2005

**PURPOSE AND SCOPE OF POSITION:**

Under the direct supervision of the Head of Treasury Section, the Treasury Assistant will provide assistance in all daily treasury related work, including the following:

- Filling of all treasury related documents such as bank statements and payment orders for OHR and special projects;
- Assist in the preparation of daily payment summary in spreadsheet format;
- Assist in the preparation of OHR invoices;
- Archiving of invoices related to OHR operating budget and special projects;
- Photocopying of documents as required;
- Delivering approved payment documents to OHR authorized local depository banks as necessary;
- Pick-up of bank statements from OHR authorized local depository banks regularly;
- Securing necessary signatures on payment claims, bank orders and other documents from various authorized

signatories;

- Perform other tasks required by the supervisor.

**PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:**

- Secondary education;
- Good command of spoken and written English and computing skills essential;
- A minimum of one year work experience in cash handling.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

**Personnel Department**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**Fax: +387 (0) 33 283 771**  
**application@ohr.int**

**E-mail:**

**Reference number: 2004/622 must be quoted**  
**Closing date for applications: 23 December 2004**

**Only short-listed candidates will be contacted**  
**No telephone inquiries please**