

# **FINANCE ASSISTANT (RESOURCES DEPARTMENT/FINANCE SECTION)**

**Duty Station:** Sarajevo

**Contract Type:** Intern

## **PURPOSE AND SCOPE OF POSITION**

The post holder will work in Finance Section of the OHR and, as a member of the team, contribute to smooth operation of the finance function.

## **DUTIES AND RESPONSIBILITIES**

- Daily booking of invoices and cash transactions;
- Producing reports as required;
- Any other duties as required including all finance functions – treasury, accounting and budget management.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree, preferable in Economics;
- Excellent spoken and written English;
- Excellent communication skills are essential;
- Confidentiality;
- Excellent organizational skills;
- Excellent computer skills;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Ability to work in a team as well as independently and with minimal supervision;
- Mature judgement.

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

**Human Resources**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**Fax: +387 (0) 33 283 771**  
**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Reference number: 2014-034/II**  
**Closing date for applications: 27 November 2014**

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