FINANCIAL ACCOUNTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 6 (To be determined by the reviewing panel)

PURPOSE AND SCOPE OF POSITION

The OHR is the lead agency for the implementation of an internationally-funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber Project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

The War Crimes Chamber Project is seeking to hire a Financial Accountant to work in the Budget and Finance section under the direct supervision of the Finance Officer. In addition to the duties listed below, the Financial Accountant will assist with the implementation of a new financial accounting system.The contract period initially will be for 2 months (until 31 December 2004) under OHR with the possibility of continuing employment once the Registry for the War Crimes Chamber project is established and operational.

DUTIES AND RESPONSIBILITIES

· Maintenance and Reconciliation of the Financial Ledgers to Income and Expenditure and Balance Sheet level;

· Maintenance of the Cash Book;

· Maintenance and Reconciliation of the Petty Cash;

· Maintenance of Financial Files and Records;

· Maintenance and Reconciliation of the Fixed Asset Registry;

· Maintenance and Reconciliation of Supplier Accounts;

· Assist in the preparation of financial, management, donor and budget reports;

· Assist in the maintenance and processing of the payroll function;

· Any other relevant task, as designated by the Finance Officer.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Degree qualified;
- Preferably part or newly qualified ACCA / Certified Accountant or equivalent;
- Excellent oral and written English;
- Excellent computer skills including good Excel Spreadsheet knowledge. Experience in the use of mid-ranged financial accounting systems is desirable. Also, a strong interest in computerized financial systems is important;
- Ability to work independently as well as collaboratively with colleagues with varying backgrounds;
- Ability to prioritize and organize the workload to complete the work in an efficient and timely manner;
- Ability to work effectively under pressure and to perform various complex tasks simultaneously;
- Ability to work with confidential information.

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 E-mail: application@ohr.int

Reference number: 2004/527 must be quoted
Closing date for applications: 11 October 2004

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