BUDGET ACCOUNTANT

DUTY STATION: Sarajevo

GRADE: 8

CONTRACT TYPE: National

PURPOSE AND SCOPE OF POSITION:

Under the general supervision of the Director of Resources Department and direct supervision of the Head of Financial Management Division, the Budget Accountant is responsible for carrying out the budget preparation and administration activities and ensuring compliance with OHR regulations.

DUTIES AND RESPONSIBILITIES:

· Prepare detailed budget (by department and global) for all OHR activities for funding purposes;

· Perform actual expenditure versus budget reviews and analyze variances and note downs major issues/areas requiring attention by management;

· Identify budget lines with cost savings and propose reallocation for other critical expenditure requirements;

· Coordinate with Accounting and Treasury sections in the preparation of monthly and quarterly reports;

· Prepare monthly expenditures monitoring reports for use by the Heads of Departments and Heads of Regions;

· Review requests for expenditures and certify availability of budgeted amounts;

· Recommend improvements to the budget preparation process;

· Participate in the midyear budget review process and prepare the necessary revised budget and materials;

· Calculate the individual donor budget share on the OHR operating budget based on the budget keys and draft necessary letters informing donors of their share of the operating budget as soon as the budget is approved by the Steering Board;

· Monitor contributions by donor and draft follow up letters for any unpaid contribution on a regular basis;

· Prepare budget surplus reconciliation – global and individual donors;

· Participate in the internal control review of regional and field offices;

· Perform other functions and ad hoc projects as required by the supervisor.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

· Education in accounting to University degree standard (with preference given to degree earned in an international university with recognized standing in this field);

· Appropriate professional certification preferably from a recognized professional body;

· Excellent command of spoken and written English and computing skills essential;

· A minimum of three years work experience in a supervisory role preferred;

· Previous experience with the international community or overseas highly desirable.

Any personnel 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: 2003/295 must be quoted
Closing date for applications: 22 November

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