

# ACCOUNTANT, IJC

**Duty Station:** Sarajevo

**Contract type:** National

**Grade:** 6

## THE INDEPENDENT JUDICIAL COMMISSION (IJC)

The Independent Judicial Commission (IJC), in accordance with its mandate, supports the work of the High Judicial and Prosecutorial Council of Republika Srpska, the High Judicial and Prosecutorial Council of the Federation of B&H and the High Judicial and Prosecutorial Council of B&H (HJPCs).

The IJC is composed of the following four departments: (i) Administration and Finance; (ii) Restructuring (RD); (iii) Investigation and Verification (IVD); and, the Disciplinary Prosecution Unit (DP). The support provided by the IVD includes receiving and verifying applications for judicial and prosecutorial office, advising the HJPCs on all matters relating to the appointment of judges and prosecutors, and assisting the Disciplinary Prosecutor in the processing of disciplinary actions. The support provided by the DP includes receiving and investigating complaints against judges and prosecutors, and as necessary, initiating disciplinary proceedings before the appropriate disciplinary panels of the HJPC.

RD primarily provides advice and assistance in all matters relating to the restructuring and efficiency of the court system in B&H. The Administration and Finance department provides the financial and administrative support necessary to maintain on-going operations of IJC and the HJPCs.

## PURPOSE AND SCOPE OF POSITION

The IJC in Sarajevo is currently seeking a qualified candidate for the position of Accountant. The Accountant will be responsible for tasks related to accounting at the IJC.

Under the general supervision of the IJC Head of Administration and Finance Department, and the direct supervision of the Deputy Head, the Accountant is responsible for the following assigned duties:

## DUTIES AND RESPONSIBILITIES

### **Main duties:**

- Preparing relevant vouchers for regular monthly bookings and corrections;
- Inputting financial data into the Exact double bookkeeping system;
- Analyzing the balance sheet accounts on a monthly basis;
- Preparing Final Financial Reports (Profit & Loss Report, Balance Sheet, Statement of Income & Expenses, Cash Flow Report);
- Preparing monthly payroll for local and international staff;
- Preparing bank reconciliation;
- Preparing trust funds accounts reconciliation;
- Assisting in various accountancy issues.

### **General duties:**

- Being responsible for performing duties of the other Admin/Finance Staff in their absence;
- Ensuring that proper administrative procedures and standard operating procedures are followed;
- Performing general clerical duties - archiving, filing, telephone calls, and scheduling;
- Performing other relevant admin/finance duties as required.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- Secondary/High/University Degree in Economics/Finance (major in Accounting preferred);

- Several years experience in Accountancy (double bookkeeping system) preferably with an international organisation;
- Fluent written and oral English;
  - Excellent computer skills essential;
  - Strong organizational/communication skills;
  - Flexibility and ability to work with stress and long working hours;
  - Proactive, flexible and highly motivated;

Any personnel with the above qualifications should provide a detailed CV/Resume (in English) with a one-page cover letter and references to:

**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](mailto:application@ohr.int)**

*Please quote Reference number: 2002/351*

**Closing date for applications: 24 December 2002**