

# Special Projects Accountant – Administration and Finance Department

## PURPOSE AND SCOPE OF THE POSITION

The Special Project Accountant will provide advising, coordinating, monitoring and technical support to the Financial Management Section of OHR. The selected candidate will work under the general supervision of the Director of Administration and Finance and under the direct supervision of the Head of the Financial Management Division.

## DUTIES AND RESPONSIBILITIES

- Set up, maintenance, and control of a Special Projects and Trust Funds database
- Financial monitoring and control of all Special Projects and Trust Funds income and expenditure
- Preparation and review of financial reports for each Special Project/Trust Fund as required by Donors and by Management
- Technical support to the Head of the Accounting Section
- Design, coordination, and implementation of Internal Audit Programmes for Special Projects and Trust Funds
- Management of Special Projects and Trust Funds support staff
- Ad hoc projects as required

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- ACCA or similarly qualified accountant with recognized international auditing experience
- Excellent command of spoken and written English
- Excellent computer skills
- Previous experience with the international community highly desirable
- Good team player, with the ability to work in a dynamic and pressurized environment
- Willingness to work with people from various cultural backgrounds.

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

**Personnel Department**

**Office of the High Representative**

**Emerika Bluma**

**1, 71 000 Sarajevo**

**Bosnia and Herzegovina**

**Fax: ++387 33 283 771**

**E-mail: [application@ohr.int](mailto:application@ohr.int)**

**Please quote Reference No. 2002/137**

**Closing date for applications: 1 July 2002**