

# Accountant – Independent Judicial Commission

## THE INDEPENDENT JUDICIAL COMMISSION

The Independent Judicial Commission (IJC) is the lead agency for the co-ordination of judicial reform in Bosnia and Herzegovina and the development of judicial reform strategy. It provides opinions and advice to and works closely with Ministries of Justice, Judges, Prosecutors, other relevant national authorities and the international community regarding the process of judicial reform and the promotion of the rule of law and serves as a focal point for international assistance to judicial reform initiatives. It is currently spearheading a vigorous reform programme to enhance the independence and professionalism of the judiciary by restructuring the court system, the selection of judges and prosecutors and the institution of a High Judicial Council responsible for the appointment and discipline of judges and prosecutors.

## PURPOSE AND SCOPE OF POSITION

The Accountant will be responsible for all tasks related to accounting at the IJC. He/she will work under the general supervision of the IJC Head of Administration and Finance Department and the direct supervision of the Deputy Head of Admin and Finance Department.

## DUTIES AND RESPONSIBILITIES

- Prepares relevant vouchers for regular monthly bookings and corrections
- Inputting financial data into the Exact double

## bookkeeping system

- Analyses the balance sheet accounts on a monthly basis
- Prepares Final Financial Reports (Profit & Loss Report, Balance Sheet, Statement of Income & Expenses, Cash Flow Report)
- Prepares monthly payroll for local and international staff
- Prepares bank reconciliation
- Prepares trust funds accounts reconciliation
- Assists in various accountancy issues
- Responsible for performing duties of the other Admin/Finance Staff in their absence
- Ensure that proper administrative procedures and standard operating procedures are followed
- Perform general clerical duties – archiving, filing, telephone calls and scheduling
- Perform other relevant Admin/Finance duties as required

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University Degree in Economics/Finance (major in Accountant preferred)
- Several years experience in accountancy (double bookkeeping system) preferable with an international organisation

- Fluency in English
- Excellent computer skills
- Strong organizational/communication skills
- Reliability and confidentiality
- Flexibility and ability to work with stress and long working hours

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

## **Personnel Department**

### **OHR Sarajevo**

**Emerika Bluma 1, 71000 Sarajevo**

**Fax: +387 (0) 33 283 771**

**E-mail:**

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

**Please quote Reference number: 2002/107**

**Closing date for applications: 17 May 2002**

The Independent Judicial Commission foresees in the up and coming months (May through July) a number of vacant positions for both National and International Contractors. These positions will be filled on a needed basis with appointment dates subject to organizational needs and vacancy announcements will not have starting dates. Only short listed candidates will be contacted and advised of exact dates of duration of contracts.