

# Special Projects Accountant- Department Of Administration And Finance

Under the general supervision of the Director of Administration and Finance and the direct supervision of the Head of the Financial Management Division, the Special Projects Accountant will perform the following:

## **DUTIES AND RESPONSIBILITIES**

1. Set up, maintenance, and control of a Special Projects and Trust Funds database
2. Financial monitoring and control of all Special Projects and Trust Funds income and expenditure
3. Preparation and review of monthly Income Statements for each Project/Fund for Management
4. Technical support to the Head of the Accounting Section
5. Design, coordination, and implementation of Internal Audit Programmes for Special Projects and Trust Funds
6. Regular review of Internal Control Procedures operating in the OHR, including developing ways to strengthen controls
7. Management of Special Projects and Trust Funds support staff

8. Ad hoc projects as required

## PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. ACCA or similarly qualified accountant with recognized international auditing experience
2. Excellent command of spoken and written English
3. Excellent computer skills
4. Previous experience with the international community highly desirable
5. Good team player, with the ability to work in a dynamic and pressurized environment

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

Director of Personnel

Emerika Bluma 1, 71000 Sarajevo

Fax : +387 (0) 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 862/01