

# **Bank Liaison Officer - Department Of Administration And Finance**

## **PURPOSE AND SCOPE OF POSITION**

The selected candidate will provide detailed support in ensuring that organisation's financial procedures are followed and act as the prime liaison with local and foreign financial institutions regarding various financial transactions. Bank Liaison Officer will work under the general supervision of the Head of the Financial Management Division and the direct supervision of the Head of Treasury Management Section.

## **DUTIES AND RESPONSIBILITIES**

- Conducting daily processing of all international bank payments through the OHR's international bankers
- Conducting daily bank reconciliation for accounts (with sub-accounts in other currencies)-tracking transfers and replenishments for all accounts at the OHR's international bankers
- Conducting payments of invoices and international salaries through Electronic Banking Software
- Transferring all necessary cash replenishments to OHR Regional Offices
- Tracking Donor's income for OHR budget into accounts held in the OHR's international banks
- Acting as the General Liaison with the Central Bank of Bosnia and Herzegovina
- Conducting a bank reconciliation for OHR account at the Central Bank of Bosnia and Herzegovina
- Preparing weekly Bank Status Report for all bank accounts every Friday; to include all the OHR's international bankers accounts and the Central Bank

account

- Preparing spreadsheets for booking into Exact double-entry bookkeeping system by bookkeepers (invoices, payments)
- Supervising work of Bank Liaison Officer Assistant on a daily basis
- Assisting the Treasurer as required
- Performing duties of the Cashier in his absence
- Ensuring that proper financial control procedures are followed
- Co-ordinating administrative tasks for Finance Division meetings
- Acting as the Interpreter for the Finance Division meetings and translate documents as required
- Administrative support (inclusive of filing, typing, scheduling, telephone calls)

#### PROFESSIONAL QUALIFICATIONS / REQUIREMENTS

- University degree in Economics/Business
- Previous work experience in banks and/or in a financial department of an international organisation would be an advantage
- Excellent writing and communication skills in English
- Excellent computing skills (Word, Excel)
- Ability to ensure correctness of detail
- Ability to work with people of different cultural backgrounds

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

**Personnel Department**

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax: +387 (0) 33 283771

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

Please quote Reference No. 861/01