FINANCE ASSISTANT

RESOURCES AND TRANSFORMATION DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: Intern, unpaid (part-time, 3 months)

PURPOSE AND SCOPE OF POSITION

The post holder will work in Finance Section of the OHR and, as a member of the team, contribute to smooth operation of the finance function.

DUTIES AND RESPONSIBILITIES

- Daily booking of invoices and cash transactions;
- Producing reports as required;
- Prepare VAT refund request;
- Any other duties as required including all finance functions – treasury, accounting and budget management.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree, preferable in Economics;
- Excellent spoken and written English;
- Excellent communication skills are essential;
- Sense for confidentiality in dealing with issues that require a high degree of sensitivity
- Excellent organizational skills;
- Excellent computer skills;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Ability to work in a team as well as independently and with minimal supervision;
- Mature judgement.

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

Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int

Reference number: 2023/002
Closing date for applications: 15 March 2023

Only short-listed candidates will be contacted
No telephone inquiries please