

Finance Officer

DUTY STATION: Sarajevo

GRADE: 8a

CONTRACT TYPE: International

PURPOSE AND SCOPE OF POSITION:

The OHR is the lead agency for the implementation of an internationally funded project on the establishment of a specialized division for war crimes within the Court of Bosnia and Herzegovina as well as of a specialized department for war crimes within the Prosecutor's Office of Bosnia and Herzegovina (the War Crimes Chamber project). Those institutions will be responsible for the future prosecution of war crimes cases referred by the International Criminal Tribunal for the former Yugoslavia (ICTY) as well as domestic war crimes cases ("Rules of the Road cases").

Under the supervision of the General Secretariat of the multi-agency Implementation Task Force and the Project Manager the incumbent will work as part of a project team to assist in the development and subsequently the establishment of the War Crimes Chamber. After a preparatory phase it is intended that the project team will undergo transition as an international component of the Chamber.

DUTIES AND RESPONSIBILITIES:

- Establish the accounting records and administer the processing of transactions, including preparing requests for payment and ensuring that supporting documents are proper and complete;
- Coordinate with representatives of donor organizations on all issues related to their grant agreements with the WCC;

- Prepare financial forecasts and budgets;
- Account for and monitor all donor contributions to the WCC;
- Prepare reconciliation of all bank and general ledger account reconciliation;
- Develop and document policies and procedures for the accounting, payroll, cash operations and budgeting systems of the WCC;
- Establish the Finance organization for the WCC;
- Develop and implement a management information system that will support timely decision making by WCC management;
- Implement and maintain sound internal financial controls over transactions in all categories of expenditures;
- Supervise the budget preparation and proper maintenance of accurate and reliable accounting records;
- Supervise the preparation of financial statements in compliance with WCC regulations and International Accounting and Auditing Standards;
- Act as the principle point of contact for external financial auditors;
- Play an active role in the WCC Project Team working closely with the other team members to find creative solutions to problems, often under extreme time-pressure.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- Candidate must be a certified public accountant or equivalent;
- Should have minimum of 10 years of relevant

experience, with demonstrated supervisory capability;

- Experience in all facets of accounting, budgeting, cash management, and in the development and operation of internal controls;

- Excellent written and spoken English;

- Experience with office productivity software and working familiarity with accounting software package(s);

- Proven ability to function effectively in a multicultural environment;

- Previous international experience working in the public sector is a distinct advantage.

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

Personnel Department

Office of the High Representative

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

Fax: +387 (0) 33 283 771

application@ohr.int

E-mail:

Reference numbers: 2004/087 must be quoted

Closing date for applications: 31st March 2004

Only short-listed candidates will be contacted

No telephone inquiries please