

HEAD OF ACCOUNTING SECTION

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 8a

PURPOSE AND SCOPE OF POSITION

Under the general supervision of the Director of Resources Department and direct supervision of the Head of Financial Management Division, the Head of the Accounting Section is responsible for supervising and coordinating the activities of the Accounting Section and ensuring compliance with OHR accounting rules and procedures.

DUTIES AND RESPONSIBILITIES

- Supervise the day-to-day operations of the Accounting Section personnel at the headquarters and support accounting staff in Regional and Satellite offices;
- Ensure that accounting systems and procedures are followed correctly, assess systems adequacy, completeness, relevance, reliability and efficiency and make recommendations for improvement;
- Prepare monthly financial statements (balance sheets, income statements, cash flow statements and supporting schedules as required by the supervisor and senior management;
- Prepare annual statutory accounts in compliance with OHR Financial Rules and Procedures and International Accounting Standards;
- Draft correspondence on queries relating to accounting issues and reports, draft replies to audit observations;
- Review reconciliation statements for bank and cash

- accounts, fixed assets and Trust Funds accounts prepared by accounting personnel;
- Review propriety of transactions and verify payment documents;
 - Review payroll calculations and summary.
 - Act as a certifying officer for Payment Claims for travel expenses and all invoices;
 - Conduct field checks of finance functions of the Regional and Satellite Offices to ensure that OHR financial rules and procedures are being observed;
 - Prepare bi-annual staff appraisals of accounting staff;
 - Liaise with and provide support to external auditors and prepare draft replies to audit observations;
 - Liaise with Software House (SAP) Customer Support Desk as required;
 - Coordinate with the MIB Section on the coding systems and report formats for management reporting;
 - Perform other functions required for the completion of accounting work and ad hoc projects as required by management;
 - In case of absence, the Senior Bookkeeper deputizes for the Head of Accounting Section.
 - Deputise as Head of Financial Management when he/she is absent.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- University degree in Accounting, Economics or exam success in syllabus of an internationally recognized professional accounting qualification.

- Minimum three years experience of full scope accounting function with multi-site operations, accounting interface of variously funded multi-currency Special Projects, and preparation of draft accountants for external audit in accordance with IAS.

- Hands on experience of integrated computerized

accounting systems. Experience of SAP and working with international organizations or overseas is highly desirable.

· Excellent command of spoken and written English essential

Any person 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 number: 2005/064 must be quoted
Closing date for applications: 03 April 2005

Only short-listed candidates will be contacted

No telephone inquiries

please