

# Head of Financial Management Division

Please note that the successful candidate will initially work to the ToR for Head of Management Information and Budget Unit before assuming full responsibilities as Head of Financial Management Division in December 2004. Terms of Reference for both positions follow.

## Head of Financial Management Division

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** International

### Purpose and Scope of the Position:

The Financial Management Division is part of the Resources Department. The Financial Management Division includes a Management Information and Budget Section (MIB), a Treasury Section, an Accounting Section and Special Projects. The Head of the Financial Management Division is responsible for the proper functioning of this division and advises the Director of the Resources Department on all financial issues.

### Duties and Responsibilities:

Under the general supervision of the Director of the Resources Department, the Head of the Financial Management Division is, inter-alia, responsible for the following:

- Ensuring compliance within OHR of the OHR Regulations, and the OHR Financial Rules and Procedures, and related procedures
- Management of the financial position of OHR within the Budget parameters, and on an on-going financially viable basis.
- Oversight, control and supervision of the MIB, Treasury,

Accounting, and Special Projects Sections in OHR Sarajevo and Regional Offices;

- Direct the OHR Annual Budget preparation, submission and budget reporting to the Steering Board Financial Experts;
- Direct the management of cash liquidity, budget surpluses and donor refunds
- Direct the implementation and maintenance of sound internal financial controls over OHR transactions in all categories of income and expenditure;
- Direct the proper maintenance of accurate and reliable accounting records;
- Direct the preparation of financial statements in compliance with OHR Regulations, OHR Financial Rules and Procedures and International Accounting and Auditing Standards;
- Act as the principle point of contact for external financial auditors;
- Ensure that accounting and internal control issues raised in the Management Letters from external auditors are implemented;
- Review of financial agreements and/or contracts with PIC members to secure budget contributions to the OHR operating budget;
- Develop and maintain professional contacts and liaise with donors and international organizations;
- Oversight of the financial management and implementation of bilateral agreements and donations (Trust Funds);
- Ensure the development and maintenance of OHR accounting and payroll systems;
- Ensure the development and maintenance of a management and budget reporting process for the OHR
- Review, update and implement OHR Regulations and Financial Rules and Procedures;
- Coordinate and liaise with other managerial staff in OHR on financial, budgetary and bilateral funding issues;
- Ensure satisfactory approval of payment vouchers, and

- other documents with budgetary and financial impact;
- Perform functions consistent with being an OHR bank account signatory;
- Management and development of the personnel within the Financial Management Division, in line with the OHR rules and procedures
- Perform other functions as requested by the Director of Resources;
- Deputize for the Director of Resources on request;

### **Professional Requirements / Qualifications:**

- Candidate must be a certified public accountant or its equivalent;
- Should have minimum of 10 years of relevant experience;
- Experience in all facets of budgeting, accounting and finance and in the development and operation of internal controls;
- Excellent spoken and written English;
- Extensive experience of spreadsheets, and Microsoft Office; SAP experience a plus;
- Experience in making oral and written presentations
- Previous international and non-profit sector experience is a plus
- Ability to function effectively in a multi-cultural work environment

### **Head of Management Information and Budget Section (MIB)**

#### **PURPOSE AND SCOPE OF POSITION:**

The Management Information and Budget Section is part of the Resources Department, and the Financial Management Division of the OHR. This section is responsible for the preparation of the OHR budget, and for the monitoring and provision of information to the OHR management on the OHR's financial performance against this budget, ensuring compliance with related OHR regulations and procedures, and with the intention

of achieving the financial objectives of the Budget.

### **DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Director of Resources Department and direct supervision of the Head of Financial Management Division, the Head of the Management Information and Budget Section is, inter-alia, responsible for the following:

- Managing preparation of the OHR Annual Budget, and preparation of the submission and budget reporting to the Steering Board Financial Experts;
- Ensuring monitoring and provision of information to the OHR management on the OHR's actual financial performance against this budget; in particular, monthly expenditure, analysis and status reports, and preparation of the Board financial reporting package, including relevant management commentaries;
- Agreement and publication of timetables for budget and monthly reporting in a timely fashion, and managing adherence to these timetable deadlines, with consistent accuracy of results reporting;
- Ensuring liaison with Departmental Heads and management personnel, on the actual results and overall financial performance of their areas of budget responsibility, and on the preparation of regular forecasts for the current annual budget year;
- Highlighting major issues and supporting the preparation of corrective plans
- Development and maintenance of the Budget commitment/actual accounting procedures, and ensuring compliance within the OHR;
- Preparing ad hoc reports and analyses for a variety

of operating scenarios in support of strategic decision making, as required;

- Ensuring adequate Personnel Recruitment Approval procedures (PRF's), and managing compliance with these procedures, including MIB role in the approval processes
- Liaise with budget holders and senior management in budget related matters;
- Maintain and develop appropriate management reporting processes, in particular, using the new SAP software;
- Recommend and implement improvements to the budget preparation process;
- Management and development of the personnel within the MIB, in line with the OHR rules and procedures
- Perform other duties as required.

Any personnel with the required qualifications and experience 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***

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

***Reference number: 2004/194 must be quoted***

***Closing date for applications: 09 May 2004***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***