

# Head of Financial Management Division – Administration and Finance Department

## PURPOSE AND SCOPE OF THE POSITION

The Financial Management Division is part of the Department of Administration and Finance, which also includes the Administrative Management, Security and Protocol Divisions. The Financial Management Division contains the Budget Section, the Treasury Section and the Financial Accounting Section. The Head of the Financial Management Division is responsible for the proper functioning of this division and advises the Director of the Department of Administration and Finance on all financial issues.

## DUTIES AND RESPONSIBILITIES

Under the general and direct supervision of the Director of the Department of Administration and Finance, the Head of the Financial Management Division is, inter alia, responsible for the following duties:

Oversight, control and supervision of the **Budget, Treasury and Accounting** Sections in OHR Sarajevo and Regional Offices;

- Maintenance of sound internal financial controls over transactions in all categories of expenditures;
- Supervision of the preparation of Financial Statements in compliance with OHR Financial Regulations and International Accounting and Auditing Standards;
- Supervision of the OHR Annual Budget submission and budget reporting to the Steering Board Financial Experts;

- Preparation of financial agreements and/or contracts with PIC members to secure budget contributions to the OHR operating budget;
- Oversight of the financial management and implementation of bilateral donations (Trust Funds);
- Development and maintenance of the OHR payroll system;
- Development and maintenance of Management Reporting for the Financial Management Division;
- Review, update and implementation of Financial Regulation, Rules and Procedures.

## **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS**

- Candidate must have a ***recognized professional accountancy qualification***
- Should have minimum of 10 years of relative experience
- Experience in all facets of budgeting, accounting and finance and in the development and operation of internal controls
- Excellent spoken and written English
- Experience in working with spreadsheets and word-processing software as well as sound knowledge of accounting software packages.
- Willingness to work with people from 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***

***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)***

***Please quote Reference No. 2002/093***

***Closing date for applications: 3 May 2002***

No telephone enquiries please.

Only short listed candidates will be contacted.