

HQ EUFOR CIVILIAN JOB DESCRIPTION

PART I – ADMINISTRATIVE

CE POST NO: CL NBC-FIN 102

DATE: 01 APR 2022

HQ/UNIT: HQ EUFOR/DCOS SUPPORT/J8/FISCAL

DUTY LOCATION: SARAJEVO, BIH

JOB TITLE: NBC SPECIAL ASSISTANT (ACCOUNTING)

NATIONALITY: BIH

SERVICE: CIV

GRADE: LCH-5

PART II – CE DUTIES

A. POST CONTEXT

The HQ EUFOR FINANCE (J8) consists of the Chief J8/Financial Controller, the Fiscal Office, the Budget Office, and the Contracts, Procurement & Purchasing Office.

Budget section and Finance and Accounting section (F&A) are responsible for budget preparations, budget executions, accounting for all financial transactions within HQ EUFOR set of books, approval and payments of all invoices and reimbursements, money collection, tracking and organizing the actual flow of money and funds managed by HQ EUFOR, providing advices and guidance to EUFOR personnel in order to ensure compliance with European Peace Facility (EPF) Implementing Rules and financial legal standard policies and procedures.

Under direct supervision of the Finance and Accounting Manager, the NBC SPECIAL ASSISTANT (ACCOUNTING) is performing daily operations and accounting duties in the HQ EUFOR F&A to ensure accountability over funds allocated to HQ EUFOR in accordance with International Public Sector Accounting Standards (IPSAS), the EPF Implementing Rules and ACO directives where applicable. The NBC SPECIAL ASSISTANT (ACCOUNTING) is expected to carry out her/his duties in the most transparent, accurate and efficient way and timely manner. The incumbent processes financial and accounting transactions using relevant financial modules of the organization's ERP financial system.

B. REPORTS TO: FINANCE AND ACCOUNTING MANAGER

C. PRINCIPAL DUTIES

- Providing support in processing of Accounts Payable (AP) and Accounts Receivable (AR), checking if all required documentation is submitted, correct, accurate and valid, prior further processing of requests for payment authorizations and requests for processing and releasing of collection vouchers to 3rd parties;
- Generating accounting reports from FinS as required;

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- Providing support in analyzing reimbursable accounts during end of month reconciliation process;
- Preparing appointment letters for Fund Managers (FM) and other sub-delegation letters on regular and ad-hoc basis, collection of signed documents and keeping the FM/sub-delegation data base up to date;
- Assistance to Finance and Accounting Manager in preparing necessary documentation required for producing of Financial Statements and assistance in collection of the documentation for internal and external audits;
- Providing accounting support in general to Finance and Accounting sub-section as required;
- Replacing Cash Management Specialist during her absence (mainly referring to processing of cash transactions/payments and collections);
- Out-processing activities during Cash Management Specialist absence;
- Providing support in monthly NBC calculations and reporting;
- Replacing NBC Specialist during his absence;

D. ADDITIONAL DUTIES

- Drafts letters, memorandums, and responses within the command and to higher commands;
- Performs additional duties as assigned by the Finance and Accounting Manager.

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional Experience

- 1 to 3 years of experience in accounting or business practices within the private, public.
- Previous experience with Oracle or SAP based applications.

2. Education/Training

Completion of secondary education (4 years) combined with relevant vocational training leading to a certification/diploma or other academic qualification in general administration, finance or accounting.

3. Security Clearance

Certificate of No Criminal Record + HQ Security Screening.

4. Language (listening, speaking, reading, writing)

English 3333, Bosnian/Croatian/Serbian 4444

5. Standard Automated Data Processing (ADP) Knowledge

Proficiency in MS Office Applications including Outlook, Word, Excel and Power Point.

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

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- a. Experience in Finance position in an International Organization.
- b. Knowledge and professional experience with automated finance and accounting systems (ERP).

2. Education/Training

University degree in accounting, economics, finance.

3. Language (listening, speaking, reading and writing)

English SLP 4444

C. CIVILIAN POSTS

Personal Attributes

Adherence to organizations policies and/or procedures. Seeks approval from correct authority for changes. Ability to maintain social, organizational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest. Ability to analyze, organize and present numerical data, i.e., financial or statistical. Capacity to perceive the impact and implications of decisions and activities on other parts of the organization.

Managerial Responsibilities

No managerial or supervisory responsibilities involved.

Professional Contacts

The candidate will be required to establish and maintain good professional contacts with inside and outside partners.

Contribution to the Objectives

The work covers many similar and/or dissimilar tasks that require personal and intellectual skills within the same subject area. Although clear guidance and standard rules/regulations are available, some ability to analyze and solve problems is needed to deal with specific issues. Performance of duties indirectly impacts the objectives, efficiency, image and the financial resources of the HQ.

Work Environment

Multi-national civilian and military office work environment.

D. REMARKS

EMPLOYMENT CONDITIONS

The successful candidate will be offered a 12 month initial contract which may be followed by an indefinite duration contract, subject to satisfactory performance, and the continued operational need/funding for the position.

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The starting salary for a LCH-5 position is EURO 1,087.00 per month (exempt from local taxation).

Other employment benefits include:

- Affiliation to a Cigna Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 5 fixed and 6 floating official holidays;
- Enrollment into the host nation social security scheme (premiums covered by EUFOR);

WHO CAN APPLY?

Internal and external candidates who are nationals or legal residents of Bosnia and Herzegovina are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the application form available on our website

<http://www.euforbih.org/index.php/vacancies-a>

Documents should be submitted by email to: vacancies@eufor.europa.eu

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