



EUROPEAN UNION

DELEGATION TO BOSNIA AND HERZEGOVINA

The European Union Delegation to the Bosnia and Herzegovina is looking for:

Budget / Accounting Assistant in the Administration Section

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the **Bosnia and Herzegovina** works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Bosnia and Herzegovina government in areas that are part of the EU's remit.

We offer

The post of **Budget / Accounting Assistant** (Local Agent Group 2) is part of the Delegation's Administration Section. The team consists of 16 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Administration Section, providing providing support, expertise and assistance in the budget and accounting fields.

More detailed tasks and duties currently required are described in the enclosed Job description.

The base salary will depend on relevant and verified employment experience. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be in February 2023.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

- Minimum higher level qualifications and/or higher level vocational studies;
- Minimum 5 years of job related experience;
- Very good knowledge of English (C1 or equivalent) and local languages;
- Microsoft Office;
- Right to residence and work in Bosnia and Herzegovina;
- Good standing as citizen/resident;
- Medical fitness to carry out the tasks assigned.

Assets / selection criteria (basis for awarding points to select the best applicant)

- University degree or equivalent on finances/accounting or economics;
- Previous experience in a diplomatic mission /international organisation;
- Familiar with ABAC;
- Familiar with BudgDel;
- Familiar with ARES;
- Familiar with DDBT.

How to apply

Please submit your application, consisting of **a cover letter, Europass format CV and a declaration on honour regarding the work rights/good standing/medical fitness** via the delegation-bih-recruitment@eeas.europa.eu (Reference 001/23) no later than 24:00 26/01/2023. Only complete applications received on time via delegation-bih-recruitment@eeas.europa.eu will be considered.

The successful candidate will be subject to a medical check.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based on the assessment of the information provided in the cover letter, CV and practical testing. The best candidates will be invited to the final interview.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will inform the remaining candidates via website <http://www.europa.ba> once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments via delegation-bih-recruitment@eeas.europa.eu .



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Job Description for Budget / Accounting Assistant

The job function and the job description may be changed in accordance with the needs of the Delegation

Employer

EU Delegation	Bosnia and Herzegovina
Location	Skenderija 3a, 71000 Sarajevo

Job description

Group	2
e-Del-HRM and Sysper2 references	e-Del-HRM 104940, Sysper2 354773
Section in the organisation chart	Administration
Next hierarchical superior (who to report to)	Head of Administration
Working hours	Full time
Working environment/conditions	multicultural environment
Job objective	To contribute in the management of the Administrative expenditure, under the supervision and responsibility of the Head of Administration
Main Tasks	<p>BUDGET and FINANCE - Account management</p> <ul style="list-style-type: none"> • Follow up relevant accounting regulations and instructions and their changes. • Follow up account structures update for budgetary execution. • Execute accounting transactions and reconcile outstanding transactions. • Contribute to the supervision of the execution of payments through bank statements. • Manage the bank accounts correspondingly and reconcile bank accounts. • Manage different accounting environments (anticipated, normal, twelfths) and their transition. • Maintain contacts with key persons in the concerned areas (Authorising Officers, local bank) <p>BUDGET and FINANCE - Budget analysis and forecasting</p> <ul style="list-style-type: none"> • Analyse financial information and budgetary consequences of new legislative proposals. • Analyse financial data relating to the preparation and execution of the Community budget. • Prepare budget forecasts. <p>BUDGET and FINANCE - Budget monitoring</p> <ul style="list-style-type: none"> • Monitor the execution of the global envelope budget lines and prepare transfer requests. • Process financial data relating to the preparation and execution of the budget. • Follow up programming and implementation of financial activities according to the budgetary and financial rules in force. • Follow up the consumption of the commitments and payment credits using ABAC. <p>BUDGET and FINANCE - Budget reporting</p> <ul style="list-style-type: none"> • Contribute to annual activity reports and provide information for internal audits and the Court of Auditors. • Assist in the preparation of periodic reports comparing budget plan to actual spending. • Maintain budgetary follow-up tables for staff, management and HQ. <p>BUDGET and FINANCE - Management of delegation's administrative expenditure</p> <ul style="list-style-type: none"> • Prepare budget estimates for the Delegation's annual operating budget. • Follow-up, adjustment and verification of the execution of the authorised budget. • Assist the Delegation's imprest accounts (Imprest Account Holder). • Ensure compliance with the Financial Regulation and other legal and regulatory requirements. • Report to DG BUDG on treasury matters.

	AUDIT, CONTROL and INSPECTION - Monitoring and reporting <ul style="list-style-type: none"> • Assist with ex-post control and audit missions • Assistance in the follow-up on audit reports and other controls
Personal skills	<ul style="list-style-type: none"> • Very well organised, respecting deadlines • Good capacity to communicate clearly at all levels. • Good ability for concise reporting. • Good interpersonal skills. • Ability to deal helpfully and courteously with people. • Ability to identify and analyse key points in verbal and numerical information. • Good research skills. • Ability to deal with stress situations • Discretion
Specific physical requirements (if any)	

Job specifications

	Compulsory minimum requirements (Eligibility Criteria)	Assets (Selection Criteria, basis for awarding merit points for selection)
Qualifications	higher level qualifications and/or higher level vocational studies	University degree or equivalent on finances/accounting or economics.
Professional experience	At least 5 years of job related experience	Previous experience in a diplomatic mission /international organisation
Knowledge of languages	Very good knowledge of English (C1 or equivalent) and local languages	
Knowledge of IT tools	Microsoft Office	Familiar with ABAC Familiar with BudgDel Familiar with ARES Familiar with DDBT