



Call for open position in TRIAL International – Office in Bosnia and Herzegovina

Position: Finance and Administration Assistant (**Fulltime position**), based in Sarajevo

Starting date: 23rd May 2022.

Duration: Initially 7 months, with possibility for extension.

Mission: The primary responsibility of the Finance and Administration Assistant is to assist the Administration and Finance Officer, as well as the Head of Program, in the professional and timely management of all administrative, financial and human resources matters related to TRIAL International's office in Bosnia and Herzegovina (based in Sarajevo), in compliance with national laws, TRIAL International's policies and procedures, and donors' guidelines.

Recruitment criteria: University degree in business administration, or finances, while professional accounting qualification is an asset; or any other relevant qualification.

Education: At least 2 years of relevant experience, preferably in an internationally funded NGO.

Languages: Mother tongue: Bosnian/Serbian/Croatian; proficiency in English is required, while the knowledge of other languages is an asset.

Competencies: Must be very at ease with numbers; able to produce cost analysis and identify and report risks/problems; solid knowledge of Excel and basic knowledge of accounting software; knowledge of accounting standards, financial tools, and relevant laws and regulations (labour, tax, social security, etc); Must be experienced in human resources and logistics; Good organizational and planning skills, dynamism and sense of priorities are required.

Personal qualities: Must be rigorous, detail-oriented and able to prioritize, and have the highest standards of moral and ethical conduct and integrity. Must work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; be willing to learn from others; place team agenda before personal agenda; and support and act in accordance with final group decision;

Description of tasks and responsibilities

Finance, accounting and reporting



- Support the process of payments and deposits; verify due claims and expenses' eligibility; and implement transactional procedures and systems aimed at ensuring the proper use of funds, transparency of management and full traceability (matching purchase orders with invoices, receipts, supporting documents etc.).
- Contribute to the payments process by verifying due claims and expenses 'eligibility with donor obligations and ensure full traceability (matching purchase orders with invoices, receipts, supporting documents etc.).
- Maintain accurate records of all daily transactions and ensure that all financial records are complete, up to date and filed systematically in hard and soft form.
- Assist the Administration and Finance Officer in preparing monthly expense reports for Geneva HQ, in collaboration with the accounting service and Head of Program.
- Draft financial reports for donors in collaboration with the Finance and Administration Officer, Head of Program and departments in Geneva (Finance and Administration and External Relations), including compilation of relevant annexes.
- Prepare periodic reconciliation of bank accounts.
- Responsible for the custody and regular inventory of petty-cash and cheques, and for the provision, follow-up and timely settlement of professional advances.
- Prepare documents for managing external audits and assist the Finance and Administration Officer in the implementation of audit recommendations.
- Support the preparation of activity/project budgets and monthly expenditure forecasts as required.
- Ensure that all policies and procedures are available, accessible and understood by all staff.

Procurement, logistics and office management

- Ensure the day-to-day logistical management of the office: security, upkeep and supply.
- Ensure that all equipment is well organized and correctly stored, well protected, fully identified and easily accessible. Maintain an updated inventory of the equipment, furniture and other assets, and conduct periodic physical verification.
- Manage the office supplies' stock (stationaries, hygiene articles etc.), ensuring that regular needs are covered and that the list of consumables is kept up-to date.
- Maintain an up-to-date list of all contracts (services, grants, utilities, rent etc.), and monitor contractual obligations and expiry dates.
- Organize the logistical arrangements for project activities such as workshops, trainings, seminars, meetings etc. and participate in program support. Responsible for booking hotels and flights as per approved travel plans.

Administration and human resources.

- Assist the Finance and Administration Officer in the preparation of the monthly payroll,



- payment of salaries, provision of pay slips, and deposit of all due taxes.
- Support the preparation of appointment letters, employment contracts, ToR's and job descriptions.
- Create, maintain and monitor employees' timesheets, leave requests and records, etc.
- Compile and keep employees' personal files up-to-date at all times, ensuring their confidentiality.

Miscellaneous

- Perform general office/secretarial/filing duties autonomously.
- Prepare the minutes of meetings, as the need arises.

Process of the application:

If you are interested in this position, apply no later than 24th April 2022 end of the day, by sending necessary documents to the e-mail address: bh@trialinternational.org titled "Application for Finance and Administration Assistant Position".

- Motivation letter
- Curriculum Vitae.

Note: Only complete applications will be reviewed and only short-listed candidates will be contacted.

Information about the organization:

TRIAL International is a non-governmental organization fighting against impunity for international crimes and supporting victims in their search for justice. The organization provides legal aid, files cases, develops local capacities and advocates the human rights agenda.

For more information, visit the TRIAL International website at: www.trial.ba and www.trialinternational.org and FB pages.