

## **EU Office in Kosovo – Administration section**

**Vacancy reference:** EUOK 01-14 ADM

**Job title:** Accounting assistant

**Position:** LOCAL AGENT group 3

**Overall purpose:** Under the supervision of the Head of Administration, the Accounting Assistant supports the administrative section of the EU Office by contributing to accounting, budgetary and other administrative matters. The primary duties of the post relate to accounting of administrative expenditure and the preparation of a sound administrative budget. The secondary duties relate to providing a contribution to local staff matters.

### ***Job Profile***

**Function name: Contribution to financial management**

**Duties:**

- Initiate commercial invoices, reimbursements, and other transactions in ABAC accounting system, ensuring the correct use of budget lines
- Register Legal Entity and Financial Files
- Create payment requests and payment orders in ABAC
- Assist in salary and social security calculations, monitoring of HB accounts etc as required
- Assist in financial reporting
- Other financial duties as assigned by HOA

**Function name: Contribution to budgetary follow-up**

**Duties:**

- Follow-up of current budget and different budget lines
- Budget reinforcement requests
- Assist in the budgetary revision
- Assist in registering contracts in ABAC CONTRACTS
- Assist in financial reporting

**Function name: Local staff management support**

**Duties:**

- Assist in local staff contracts, job descriptions, appraisal reports, promotion exercises and / or training plans

- Assist in follow up of administrative arrangements relating to the recruitment and arrival of new local staff
- Follow up of staff matters as assigned
- Provide other administrative support as required

All of the above duties may involve other tasks as assigned and acting as backup to other staff members.

## **PROFILE**

- Post-secondary education attested by a diploma, or
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience as accountant of two years.

## **SKILLS AND KNOWLEDGE**

- A strong background (education, professional work experience) in accounting (payments, payroll, budget, etc) is desirable.
- Fluency in Albanian and English (understanding, reading, writing). Knowledge of Serbian is an advantage.
- Excellent practical knowledge of computers (Windows, Excel, word processing, e-mail, internet)
- Experience in Human Resource matters is an advantage.
- Able to build positive and co-operative working relationships with staff, colleagues and management.
- Able to work under pressure and service-orientated.