



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Vacancy Notice no: 2008/01 (E)
Duty Station: Tirana, Albania
Position Title: Accountant
Classification: Employee, Grade 6*
Type of Appointment: Special fixed-term, 6 months**

General functions

Under the general supervision of the Chief of Mission (CoM) and direct supervision of the Regional Management Officer (RMO), the successful candidate is responsible for coordination of accounts and serves as a principal assistant with responsibilities in particular for accounts maintenance of the office. In particular, he/she will:

1. Accounting tasks:

- Ensure all documentation and signatures are obtained before finalizing vouchers;
- After obtaining appropriate approvals, effect payments to suppliers and staff members;
- Verify invoices and ascertains that the equipment and supplies purchase or services they refer to were duly received or provided before proceeding with payment request;
- Check the records of all the vouchers into PAS 2000, and ensure that the coding of all accounting documentation is prepared according to the Organization practices and rules;
- Prepare accounting reports from PAS 2000 before sending to HQ within 5 days after the end of each month;
- Assist in preparing financial reports for submission to major donors in accordance with donor requirements;
- Control and follow up on project receivable and ensure payments are made on a timely basis;
- Ensure timely calculation and payment of salaries and allowances to all local staff members;

- Responsible for monthly calculation of PF and MSP and update staff members with the cumulative amount of PF;
- Assist sub-offices and guide staff on better financial control through budget monitoring;
- Ensure an effective banking system is maintained, a monthly bank reconciliation is prepared, appropriate funding requests are made and sufficient funds are available locally;
- Dispatch monthly accounting returns package to be sent to MRF or ACO;
- Supervise and maintain of cash counts on weekly bases with the admin/finance assistant and prepare cash certificates.

2. Budgetary tasks:

- In close cooperation with RMO and Project Managers, support financial reporting and budget monitoring of all the projects;
- Prepare financial data/report for budget revision, information and financial planning to support reports submitted to donors and to be used on budget and financial monitoring of all Project Managers;
- Review and monitor project activities to identify potential funding problems and propose solutions;
- Assist the RMO in all aspects of accounting maintenance and budget control by providing reports on all financial status, costs and expenditures of all missions' projects to COM and Project Managers;
- Estimate the costs of Personnel Establishment/Terminal Emoluments to support the mid-year review and budget revision;
- Check and control the asset inventory list in collaboration with Admin Assistant.

3. Other tasks:

- Assist with external or internal audit of IOM accounts;
- Advise and assist new staff on IOM rules and policies in the area of Finance/Administration in order to create transparency and sound financial control;
- Assist the RMO in performing financial task in absence of Budget/Accountants Assistant or Admin Assistant;
- Perform such other duties as may be assigned.

Desirable Qualifications

Education and Experience:

a) University degree, preferably in Accounting/Finance/Business Administration; b) at least three years of work experience in accounting, financial management and budgeting; c) knowledge and experience with computerized accounting systems; d) field experience and familiarity with financial oversight and working with the International organizations or UN agencies; e) experience with EU/EC budget and financial monitoring will be an asset.

Competencies:

a) Awareness of detail, accuracy and reliability; b) excellent communication skills; c) ability to work independently and under pressure; d) good analytical and organizational skills; e) personal commitment, efficiency and drive for results; f) flexibility, respect for diversity and creative thinking; g) strong teamwork capacities and proven ability to work harmoniously with colleagues from varied cultures and professional backgrounds; h) excellent computer skills.

Languages: Thorough knowledge of English and Albanian language.

NOTE:

*The grade of the position will be subject of experience.

**The first 3-months will serve as probationary period, and extension is subject to his/her performance.

Method of Application: External candidates with the required qualifications should submit a completed IOM Personal History Form which is available at the website (www.iomtirana.int). Local candidates holding an IOM contract should submit the internal application form. All applications should quote the above vacancy notice title/number and should be addressed to:

Human Resource Office
IOM Mission in Albania
Rruga Brigada VIII, Villa no. 3
Tirana, Albania

Deadline for application: 11 February 2008