

Terms of Reference

FINANCE ASSISTANT

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

Under the supervision of both Finance Officer (FO) and Procurement and Contracting Officer (PCO), the Finance Assistant is responsible for supporting and assisting both supervisors: Finance Officer and PCO. S/he reports directly to the Finance Officer and PCO on delivering relevant finance and other tasks.

Main Tasks and Responsibilities:

- Compile and maintain Excel data-roster of all support staff hired on daily contracts, detailing the name of contracted staff, position/grade and exact dates of contracts, including any extensions or terminations and the reasons thereof;
- Compile termination notices and other contract-related documents;
- Follow up on requests, complaints and questions in relation to human resources from national support staff and report to FO or PCO accordingly;
- Ensure that the timesheets and driver log sheets are filled in properly by the support staff and presented to Finance Officer in due time for processing; assist the support staff with filling out timesheets correctly;
- Perform calculation of private telephone calls;
- Provide written translations into English of financial documentation;
- Scan and maintain financial and personnel documents in the relevant filing systems;
- Assist Finance Officer in reconciliations of operational advances paid to long-term (LTOs) and short-term observers (STOs);
- Assist in the preparation of VAT claim forms; and
- Perform other duties as required.

Requirements:

- Completion of secondary education;
- Four years of related experience. Finance/accounting or human resources related experience is desirable. Experience in international organizations is an asset;
- Good computer skills;
- Excellent written and oral communication skills in English and in local language(s) are essential;
- An ability to be discreet and retain confidentiality; and
- Very good interpersonal skills and demonstrated ability to work as a member of a team composed of individuals of different backgrounds, while maintaining impartiality and objectivity.

Deliverables:

- Written translations;
- Calculation of private telephone calls and other reconciliations;
- Scans of financial and personnel documents;
- Finance and Human Resources filing systems; and
- VAT claim forms.