

OSCE Project Co-ordinator in Ukraine is seeking a qualified and motivated person to fill the post of:

## **Treasury Assistant**

*Fund Administration Unit*

### **Background:**

This is a short-term assignment for the period of 5 months 29 days.

### **Tasks and Responsibilities:**

Under the direct supervision of the National Finance Officer, the incumbent performs the following tasks:

### **Finance**

- Reviews payment vouchers for completeness of information and processing wire transfer of the funds from PCU's local bank accounts; follows-up with the Secretariat's Treasury Unit the PCU's requests for payments to from the Secretariat bank accounts;
- Assists with requests for cash replenishments from Vienna;
- Reconciles bank accounts held in the PCU, researching outstanding items, and makes queries for any reclamations with the Finance Section, other sections/units and with the banks;
- Contacts the banks when necessary for further information on payments which supposed to be executed from the Mission bank account;
- Analyses data on currency disbursements and assists in preparing daily, weekly and monthly cash forecasts;
- Assists the Senior Treasury Assistant with reviews of bank balances on a daily basis and informs the National Finance Officer when any amounts have been received;
- Reviews currency exchange rates to establish the "best" possible daily spot rate for the selling of foreign currencies needed to pay daily expenditures in the respective currencies;
- Co-operates with banks regarding all issues which can occur in daily work: payment orders, applications for conversion and other required document flow between the Office and the bank. Replaces the Senior Treasury on leave;
- Assists in making cash payments in times when the workload is high and assists in preparing replies to Internal and External Audit queries;

### **Performs other related duties as required**

### **Necessary Qualifications**

- Completed secondary education supplemented by specialized trainings in the area of accounting, finance and computerized financial systems;
- A minimum of three years relevant working experience in the field of finance, with preferably two years of experience with electronic banking;
- Knowledge in working with computers, word processing, and spreadsheet applications;
- Knowledge of ERP systems (ORACLE) or SAP would be an asset;
- Ability to adjust to a broad range of new tasks in a complex administrative environment in a short timeframe;
- Excellent written and verbal communication skills in English and Ukrainian;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

### **Remuneration Package**

Social benefits will include participation in the Cigna medical insurance scheme. Other allowances and benefits are similar to those offered under the United Nations Common System.

*This position is open for residents of Ukraine only.* Please use the online application system; the Vacancy Number is **VNUKRC00443**. The deadline for applications is **19 February 2017**. If you experience difficulties

with the online system, please use the Internet Explorer to find the vacancy. Applications received after the published deadline and off line applications will not be considered. Due to the high volume of applications, only short-listed candidates will be contacted.

**The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.**

**Please be aware that the OSCE does not request payment at any stage of the application and review process.**