

Terms of reference: Accountant

The Accountant is subordinated to the Financial Manager and also executes other tasks within the PCU, as identified by the Executive Director.

Responsibilities of the Accountant:

- 1) Develop and maintain the accounting system for CSERP operation in accordance with the Operational Manual.
- 2) Provide information necessary for the preparation of monthly, by-annual and annual cost accounting statements.
- 3) Responsible for the implementation of accounting registration and control procedures.
- 4) Maintain proper control of the special accounts : see to the preparation of payments, adequate bank statements, documentary proof availability for all disbursements. The accountant foresees the special accounts replenishment needs and prepares all relevant documents
- 5) Prepare the draft annual budget.
- 6) Establish and operate the accounting system for sub-projects (including reporting norms).
- 7) Prepare requests for withdrawal of funds and all necessary documentation.
- 8) Prepare on the basis of information transmitted by the different specialists, all contracts between the CSERP and contractors. Verify the exactitude of all financial data with the standard norms and register all transactions in the appropriate file.
- 9) Review and verify all requests for payments for sub-projects or other contractors expense statements and prepare payments to the creditors of the PCU (cheques, transfers).
- 10) Input in the accounting system information on new and ongoing sub-projects.
- 11) Register the administrative and sub-projects expenditures in the accounting system.
- 12) Reconcile monthly the CSERP bank accounts with the bank statements.
- 13) Control the proper utilization of the petty cash account.

Necessary qualifications:

- University Degree in Business Administration, Finances, Accounting;
- Minimum 5 years of relevant professional experience during which the candidate has proven his (her) capabilities in financial management or accounts administration;
- Experience in working with international organizations and an excellent knowledge of World Bank's financial procedures, including procurement and contracting;
- Good communication and social skills;
- Computer skills (Word, Excel, Access)

- Fluency in Croatian and working knowledge of English.

Working conditions:

The Accountant will be stationed in the PCU office in Zagreb, but should be ready to hold numerous meetings and work under pressure.