

In accordance with the Article 4 of the Labor Rulebook of the International University of Sarajevo (IUS-UO-08-16-1/19), **International University of Sarajevo** announces the following:

JOB ANNOUNCEMENT
for the vacant position of
ASSISTANT TO MANAGER OF THE OFFICE FOR FINANCE AND ECONOMIC AFFAIRS
- 1 (one) person (m/f)

SKILLS AND REQUIREMENTS:

- University degree in Economics/Management;
- Computer skills are essential;
- English language skills are essential;
- Other foreign language skills are an asset;
- Minimum 1 year of experience.

DUTIES AND RESPONSIBILITIES:

- Proposes short-term and long-term plans of the resources required for the University operations;
- Prepares drafts for annual budget according to economic categories, monitors periodical execution of the budget and prepares requests for amendments in the internal structure in due course;
- In co-operation with faculties, organizes preparation of annual and periodical plans for purchasing equipment for the organizational units;
- Participates in making purchase plans;
- Enters the data on payment liabilities towards suppliers and ensures that the payments are completed in due course on the basis of accurate financial documentation;
- Enters the data on the payment liabilities towards the employees and ensures that the salaries are effected in due course on the basis of accurate calculations;
- Enters the data on the cash accounts on the basis of accurate documentation;
- Enters all accounting records in to the data basis;
- Prepares and provides the data on available funds and on current financial state of University;
- Keeps track of administrative prohibition for the employees;
- Records all changes in business accounts related to the assets and resources;
- Receives and checks documentation which is the basis for calculation of salaries and other payments;
- Records all documents for payable and receivable accounts;
- Prepares statistical reports;
- Keeps records of all permanent assets and small inventory of the University by analytical elements and the place of expenditure;
- Prepares in co-operation with the officer for permanent assets, maintenance and investments, proposals for write-off, liquidation, cancellation etc. of permanent assets and small inventory;
- Maintains analytical records of purchasers;
- Keeps records of other analytical data as needed and required by the University management;
- Keeps analytical records of the employees' and external associates' tax files;
- Prepares reports on available resources, reports on realized income, and the register of payments;
- Makes adjustments of statements of financial accounts related to permanent assets, small inventory and supplies, in co-operation with the person responsible for managing analytical book-keeping of such resources;

- Keeps records in the internal delivery book of incoming documentation in the Office;
- Prepares documentation for bookkeeping;
- Keeps records of material assets and small inventory;
- Keeps records of consumption of materials;
- Makes all cash payments;
- Ensures adequate and timely supply with the financial means in the maximum amount allowed for the cashier;
- Stores the cash, financial documents and securities;
- Makes the cashier reports on a daily basis and submits it for bookkeeping;
- Monitors and checks formal and essential correctness of financial documentation, settles it and prepares for payment;
- Monitors payments and receivables in the process of obtaining the scientific degrees of Master and Doctor, and distribution of funds;
- Effects payments of the University liabilities;
- Keeps record book of incoming and outgoing invoices, decisions and contracts which determine the payment obligations and liabilities;
- Makes reports on inflow, outflow and balance of accounts;
- Makes calculations related to employment contracts, temporary jobs, author's contracts, and fills out orders for their payments, and submits the orders to the financial accountant for payments;
- Keeps records of cashier activities at the University;
- Keeps record book of the main cashier;
- Receives and completes reports on daily financial transactions and submits the accurate documentation to the main accountant;
- Withdraws cash from the business accounts kept in a business bank;
- Checks the financial-accounting documentation, makes approvals for payments of liabilities towards suppliers;
- Having checked the documentation, approves payments of salaries and allowances to the employees;
- Ensures that payments are effected in due course in accordance with terms and available resources;
- Issues orders through the system in compliance with the agreements on delivery of goods and completion of works and services;
- Performs other tasks as required by the Office Manager.

WHAT WE OFFER:

- Diversified range of tasks in an international and dynamic environment;
- Friendly and inspiring work atmosphere;
- Continuous development and support;
- Attractive compensation and benefits;
- Team building.

HOW TO APPLY:

All candidates should submit the following documents in the application:

1. **A detailed resume in English with a recent photo;**
2. **A cover letter in English.**

Applications can be submitted in three ways:

1. **Personally**, to the protocol at IUS Campus (Monday to Friday, 08:30 to 17:00);
2. **Via postal service**, by sending it to address *Hrasnička cesta, 15, 71210 Ilidža* or
3. Via option: "**PRIJAVI SE NA OGLAS**" at mojposao.ba.

Candidates who submit their application personally or via postal service should indicate the position for which they are applying on the envelope.

Selection of the candidates who meet the requirements of the competition shall be made by the Committee. Prior testing of IT skills, work skills, communication skills, motivation and orientation towards teamwork shall be conducted with the shortlisted candidates.

A fixed-term contract for one year, with a probation period of six months shall be concluded with the selected candidate.

The job announcement will be open until August 5, 2023.

Incomplete, untimely, and irregular applications will not be taken into consideration. The application documents will not be returned to the candidate.