

The Office of the United Nations Children's Fund (UNICEF) in Sofia is looking for qualified candidates to fill the position of an

ACCOUNTING/FINANCE ASSISTANT

Responsibilities:

- Maintains financial records for projects or office accounts; records receipts and payments; assures accuracy of computation and completeness of documents
- Prepares recurring and ad hoc reports on assigned accounts
- Calculates and compiles cost estimates and projected budget requirements and assists in preparation of budget statements for area of assignment
- Prepares routine correspondence and maintains contacts with local banks and colleagues inside the organisation
- Briefs and assists staff, experts and consultants on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions

Qualifications:

- Higher education in Finance or Accounting
- Strong IT skills and knowledge of spreadsheet and database packages, experience in handling of web based management systems
- 5 years experience in accounting clerical work
- Excellent knowledge of English and Bulgarian.

Applicants who fulfill the above requirements are requested to send their letters of interest with a detailed CV to the following address: UNDP, P.O. Box 700, 1040 Sofia, Bulgaria or by e-mail to vacancies@undp.bg.

Deadline for submission of applications is

24 January 2007.

Only short-listed candidates will be contacted.

UNICEF is a non smoking environment.