

## Job Description for Accounting Assistant

### Employer

<b>EU Delegation</b>	Sri Lanka and the Maldives
<b>Location</b>	389 Bauddhaloka Mawatha, Colombo 7

### Job description

<b>Group</b>	LA 3
<b>Section in the organisation chart</b>	Administration
<b>Next hierarchical superior (who to report to)</b>	Reporting to the Head of Section
<b>Working hours</b>	full time, 37h30 per week, Monday to Friday
<b>Working environment/conditions</b>	Multicultural environment
<b>Job objective</b>	Under the supervision of the Head of Administration, the successful applicant will be in charge to perform all payments and financial duties under the supervision of the Head of Administration / Imprest Account Holder, in accordance with the Financial Regulations and Implementing rules of the European External Action Service (EEAS).
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• To prepare all day-to-day payments, and enter them into the appropriate software.</li> <li>• Perform the role of the Financial Initiating Agent for the Administrative Section.</li> <li>• Manage the payroll under the supervision of the Administrative Assistant.</li> <li>• Follow up on HQ audit requirements: verification of supporting documents of payments according to the audit, financial regulations and implementing rules of the European External Action Service (checking authorization of expenditure, contracts, assets, purchase orders, original invoices, receipts etc.)</li> <li>• Prepare the monthly accounting reports for the signature of the Imprest Account Holder and the Authorising Officer.</li> <li>• Assist the Head of Administration (HoA) in Financial Reporting.</li> <li>• Assist the HoA in the drafting and review of the Annual Administrative Budget.</li> <li>• Monitor the implementation of the annual Administrative Budget.</li> <li>• Issuing and follow up of Recoveries.</li> <li>• Attend to all Banking relations of the Delegation (opening/closure of accounts, setting up bank guarantees etc.)</li> <li>• Undertake any other assignment that may be required in view of the efficient functioning of the Delegation.</li> </ul>
<b>Personal skills</b>	A well-organised, proactive, self-motivated person with the ability to work within a team, respecting deadlines, ability to deal with stressful situation. Very strong accounting and mathematical ability, organisational and administrative skills, computer literacy.
<b>Specific physical requirements (if any)</b>	n/a

## Job specifications

<b>Qualifications</b>	<u>Minimum requirements:</u> GCE-A Level <u>Considered as an asset:</u> Accounting qualification (including management accounting), CIMA or equivalent.
<b>Professional experience</b>	<u>Minimum requirements:</u> 3 years of working experience in the field of accountancy <u>Considered as an asset:</u> Working experience in a diplomatic mission
<b>Knowledge of languages</b>	<u>Minimum requirements:</u> EN – C1 <u>Considered as an asset :</u> Good knowledge of Sinhala and/or Tamil
<b>Knowledge of IT tools</b>	Good knowledge of Microsoft Office