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[EN/FR]

Local recruitment competition
open to applicants already present in Armenia

Financial Assistant

 Council of Europe Office in Yerevan

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 Deadline: **30/05/2024**

■ Do you have experience in the financial field? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? If so, our job offer may be the right opportunity for you

Who we are

■ With over 2200 staff members representing all its 46 member States, the Council of Europe is a multicultural organisation. We all strive towards protecting human rights, democracy and the rule of law and our three core values - **professionalism, integrity and respect** - guide the way we work.



■ The Council of Europe has its headquarters in Strasbourg (France) and has external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ The Council of Europe Office in Yerevan seeks to assist the State to fulfil its membership commitments to the Council of Europe, to facilitate, maintain and strengthen working relations between the Council of Europe and the national central, regional and local authorities, representatives of civil society and the media. The Office has a core team composed of management, the financial and communication team. Currently, the Office is implementing fifteen projects.

Your role

■ As a Financial Assistant you will:

- ▶ ensure that all financial transactions of the Office are carried out in accordance with Council of Europe financial regulations, rules and procedures;
- ▶ advise and assist in financial, administrative and budgetary matters;
- ▶ prepare records and processes financial transactions, including in particular, input of requisitions and purchase orders into the financial management informations system (FIMS) and their finalisation;
- ▶ verify and control invoices before settlement;

- ▶ ensure regular follow-up of budget execution and prepare monthly reports of budget situation for information and validation by the relevant cost centre managers;
- ▶ provide accurate financial information; draw immediate attention to discrepancies and irregularities;
- ▶ follow up work or activities in progress and report to the supervisor, especially when problems occur;
- ▶ liaise with officials of local banks and financial institutions to obtain information on exchange and interest rates, changes in procedures and regulations for Office bank accounts;
- ▶ prepare regular management accounting reports and statements and transmit them to headquarters in Strasbourg;
- ▶ archive relevant supporting documents of all financial transactions;
- ▶ carry out customs and tax exemption and VAT reimbursement procedures;
- ▶ provide logistical support to the Office (requisitioning of supplies from headquarters, local purchases, issuing of supplies, preparing purchase orders and tender procedures);
- ▶ provide assistance and perform reception duties, receiving visitors and phone calls in the absence of the Office Assistant;
- ▶ contribute to the efficient functioning of the Office, in collaboration with the Head of Office and the Deputy Head of Office;
- ▶ promote Council of Europe values internally and externally.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education, followed by a post-secondary diploma corresponding to a minimum of two years studies in accountancy, finance, economics or management;
- ▶ have a minimum of two years' relevant professional experience in financial management, administrative management or management accounting; experience in preparing accounting or finance reports;
- ▶ have an excellent knowledge of Armenian (mother tongue level) and a very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe and fulfil the conditions for appointment to the civil service of that state;
- ▶ have discharged any obligation concerning national service (military, civil or comparable);
- ▶ not be the parent, child, stepchild or grandchild of a serving staff member of the Council of Europe;
- ▶ be under the age of 65 years.

■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - good knowledge of accounting techniques preferably of suppliers accounting and knowledge and experience in the relevant regulations and practices in force;
 - sound and proven experience in dealing with financial management;
 - experience in administrative duties;
 - ability to work under pressure, deal with multiple tasks and respect deadlines;
 - ICT skills: sound computer skills and proven experience of specific financial management software (e.g. Oracle) and knowledge of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, Outlook).
- ▶ Teamwork and co-operation
- ▶ Planning and work organisation

Please refer to the
[Competency Framework](#)
 of the Council of Europe

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- ▶ Analysis and problem solving
- ▶ Concern for quality
- ▶ Results orientation
- ▶ Negotiation
- ▶ Service orientation

■ These would be an asset:

- ▶ Professional and technical expertise:
 - experience of working in an international environment.
- ▶ Organisational and contextual awareness
- ▶ Communication
- ▶ Learning and development

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B3. Employment is limited to 31 December 2024 and may be extended. You will receive a basic monthly gross salary of €1 957,67 which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation. You will be affiliated to a pension scheme and social and medical insurance. You will also benefit from 32 working days leave per year and other advantages (including flexible working hours, training and development, possibility of teleworking, etc.).

■ This recruitment procedure is carried out in accordance with [Rule No. 1234 laying down the conditions of recruitment and employment of locally recruited staff members working in Council of Europe Duty Stations located outside of France](#).

■ If your profile matches our needs and you are not recruited straight away, you may be placed on a list of eligible candidates.

Applications and selection procedure

■ Deadline for applications is **30 May 2024 (midnight Central European Time)**. You can apply in English or French using the Council of Europe online application system on: www.coe.int/jobs. Please fill out the form providing all requested details and explain how your competencies make you the best candidate for this role. It usually takes a few hours to fill it in, so please take this information into consideration while applying.

■ Only applications that best meet the abovementioned criteria, and that demonstrate the best profile in terms of qualifications, experience, and motivation, shall be considered for the next stages of the recruitment evaluation process, which may consist of different types of assessment. Further information on the assessment process will be provided to the selected people in due course.

■ Applications from staff members of the Council of Europe, who currently hold a fixed-term (CDD) contract or former staff members whose fixed-term contract has ended less than 12 months before the deadline for applications, will not be considered.

■ As an equal opportunity employer, the Council of Europe welcomes applications from all suitably qualified people, irrespective of sex, gender, marital or parental status, sexual orientation, ethnic or social origin, disability, religion or belief. Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in staff employed in each category and grade. At the time of appointment, preference between suitable people shall be given to the person of the gender which is under-represented in the relevant grades within the category to which the vacancy belongs. During the different stages of the recruitment procedure, specific measures shall be taken to facilitate access for people with disabilities.