

**INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER**



The International Tribunal for the Law of the Sea, an international court with its seat in Hamburg, Germany, has the following vacancy:

Finance Assistant (Accounts Payable) (G-5)

Functions: Under the general supervision of the Head of Budget and Finance, the incumbent is responsible for:

- Preparing payments to vendors;
- Preparing all disbursement vouchers;
- Entry of data into Sun accounting system;
- Preparing bank transfers in electronic banking system;
- Preparing bank reconciliation statements;
- Preparing tax reimbursement claims;
- Preparing correspondence with the banks, vendors and tax authorities;
- Drafting routine correspondence in response to enquiries about financial and budget matters;
- Other related duties, as assigned.

Qualifications and experience: Completed secondary education. Five years finance/accounting experience. Knowledge of accounting principles and payment processes. Experience in computerized accounting systems. Excellent knowledge of English or French and working knowledge of the other language. Working knowledge of German is an asset. Knowledge of financial regulations and rules of the United Nations would be an advantage.

The Tribunal reserves the right to appoint a candidate at one level below the advertised post.

Appointment to this post is on a local recruitment basis.

Remuneration: An initial two-year fixed-term contract (renewable), attractive tax-free salary with United Nations benefits and allowances. **Applications should be sent by email to the Head of Personnel at: personnel@itlos.org.**

A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 7 March 2025. **Only short-listed applicants will be contacted.** The P11 form can be found on the Tribunal's website at <https://www.itlos.org/en/main/the-registry/employment-opportunities/>.