



IMO



INTERNATIONAL MARITIME LAW INSTITUTE

Established under the auspices of the International Maritime Organization

A specialized agency of the United Nations

International Post

Head of Finance and Personnel (VN-2-2022)

IMLI is pleased to offer an interesting and challenging position in an international environment

Salary: **€50,000** net per annum (negotiable) **plus a very attractive benefits package**

Deadline for applications: 18 May 2022

The functions of the post

Under the direction of the Director, the Head of Finance and Personnel will be responsible for:

- i. the preparation of management accounts in a timely and accurate manner;
- ii. Oversee the Institute's transaction processing systems;
- iii. ensuring the smooth running of the day-to-day department activities;
- iv. liaising with banks, auditors and other service providers;
- v. actively participate in the audit field-work of the Institute;
- vi. strategic planning and management;
- vii. finance and asset management;
- viii. risk management;
- ix. maintaining staff records and contracts;
- x. keeping a running balance of staff vacation and sick leave;
- xi. overall supervision of staff;
- xii. coordinate staff replacements;
- xiii. dealing with Government Offices, Embassies, Banks and the Malta Visa Unit on personnel matters;
- xiv. issuing staff vacancies, organising and conducting interviews; and
- xv. Other specific responsibilities as assigned by the Director.

For full details on the package please write to: careers@imli.org