



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	A019/A029 - FINANCIAL MANAGEMENT OFFICERS
<b>Grade</b>	A2 (both positions)
<b>Division</b>	Finance Division
<b>Section</b>	Financial Planning, Budgeting & Commitment (FPC) and Banking and Cash Management (BCM) Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	11 <sup>th</sup> July 2022
<b>Start Date</b>	1 <sup>st</sup> October 2022 (earlier start date possible subject to the availability of the selected candidates)
<b>Interview Date</b>	Week commencing on 1 <sup>st</sup> August 2022

#### 1. Background

The Financial Division (FD) is responsible for the overall corporate management of OCCAR's financial operations, procedures and processes. Two Officer level posts are offered within the FD. Candidates will be tested on a range of FD activities and, if successful, placed into the most suitable post to match their skills and experience.

The posts to be covered are:

- 1x (A019) FPC Section Finance Officer - the post holder is responsible for supporting activities for a portfolio of programmes, involving budgeting, forecasting, monitoring commitments and approvals and managing Call For Funds (CFF) processes. (Main Focus - Project Financial Management)
- 1x (A029) BCM Section Finance Officer - the post holder is responsible for accounting processes, including monitoring and periodic reconciliation of the Operational and Administrative bank accounts and is the main p.o.c. with OCCAR's banking partners. (Main focus - Financial Accounting and Banking)

The one selected for the FPC post will report to the FPC Section Leader, while the one selected for the BCM post will report in the interim to IPA Section Leader.

The responsibilities highlighted for the posts are the main responsibilities attached to the posts and shall not be considered as an exhaustive lists of the tasks assigned.

## **2. Duties and Responsibilities**

The followings duties and responsibilities apply to all positions for Finance Officer (FO):

- FOs will report to their Section Leader and directly assist the sections they belong to with the full range of financial management tasks for the OCCAR Programmes and the Central Office (CO);
- FOs will analyse the financial documents, plans, reports and other outputs produced mainly by Programme Divisions (PD) and CO;
- FOs will check the consistency and accuracy of data inputs to the OCCAR-EA financial systems and provide support to the PD Finance Officers (FOs);
- FOs will monitor the budget execution and prepare accounting journals (standard and corrective). Scrutinise selected transactions and inform the Section Leader of any potential issues;
- FOs will support preparation of the annual financial audit and any internal audits;
- FOs will utilise and maintain the OCCAR-EA accounting system and other relevant IT tools in order to perform duties;
- FOs will support the ERP project as a Key User until its completion (estimated in 2022) including providing support to PD FOs;
- FOs will provide support, as required, to the Section Leader and to PD FOs;
- FOs will undertake other related financial duties and tasks as required by the Section Leader.

The following duties and responsibilities apply more specifically to the FO posts shown in brackets:

- [FPC] Prepare and organise the budgeting processes for the OCCAR-EA Aggregated Operational Budgets, the Administrative Budgets (AB) and the in-year forecasts (cash forecast/forecast of outturn);
- [FPC] Produce consistent and accurate documentation in conjunction with the PDs;
- [FPC] Provide support to the staffing of Programme Decisions and Contracts signed by OCCAR-EA Director, ensuring commitments remain within the approval financial ceilings;
- [BCM] Manage the Call for Funds (CFF) processes for assigned programmes/areas;
- [BCM] Support the payment processes, perform bank account reconciliations (incl. FOREX) and maintain bank accounts;

- [BCM] Prepare documents for opening/closing of bank accounts or relating to other activities covered by the banking service contract;
- [BCM] Provide support to the Section Leader for Financial Accounting processes and preparation of the annual Financial Statements.

## **2.1 Statement of Awareness linked to the post**

The Applicant needs to be aware that the organisational structures for Central Office and Finance Division may change during their tenure and that we are looking for a candidate who is willing to embrace change and have a flexible approach (open mind set attitude). It should be noted that in the event of changes to the post, the post will not be downgraded during the contract period.

## **3. Key competences and skills required for the grade**

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

- CS 1** The ability to establish and maintain excellent working relationships at all levels in a multicultural context and with respect for diversity;
- CS 2** Excellent interpersonal and team working skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 3** The ability to work in a changing, developing and demanding environment;
- CS 4** The ability to implement clear, efficient and logical approaches to work, to manage assignments, objectives and time;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities and be able to demonstrate a good working knowledge of MS Office software.

## **4. Specialist knowledge and experience required for the post**

(You must provide evidence of meeting these specialist requirements in your Application, Section 11).

### **4.1 Essential:**

- ES 1** Proven experience in financial management activities, e.g. budgeting and forecasting, or preparation of financial accounts; preferably obtained in the field of defence procurement;
- ES 2** Proven experience with a computer-based resource planning tool or financial system (SAP, Microsoft Dynamics, Oracle or others);
- ES 3** Excellent analytical skills and attention to detail when preparing spreadsheets and calculations including advanced working knowledge of MS Office software especially MS Excel to compile and present complex and diverse data;
- ES 4** To be adaptable and to perform under pressure and to tight deadlines;
- ES 5** Experience of financial auditing processes and procedures.

#### 4.2 Desirable:

- DS 1** Knowledge of IPSAS and/or experience in preparation of financial statements;
- DS 2** Knowledge of performance measurement tools, techniques and indicators;
- DS 3** Knowledge or experience in bank reconciliation procedures;
- DS 4** Experience of working in a multinational, project management environment;
- DS 5** Awareness of Microsoft D365 or Dynamics AX.

#### **5. Language Requirements**

- ADVANCED level of ENGLISH both oral and written.
- Adequate knowledge of any other OCCAR language would be an asset.

**\* The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Human Resources / vacancies.**

#### **6. Qualifications**

A higher secondary education or equivalent in the activities directly related to the tasks described is highly desirable.

#### **7. Security Clearance**

Security clearance at OCCAR Confidential level is required for this post.

#### **8. Applications and Points of Contact**

For further information regarding these Posts, please contact:

Megan THOMPSON (FPC Section Leader) and/or Karen DOLAN (IPA Section Leader)

Email: [megan.thompson@occar.int](mailto:megan.thompson@occar.int) [karen.dolan@occar.int](mailto:karen.dolan@occar.int)

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are **not** Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to [B009@occar.int](mailto:B009@occar.int), [B010@occar.int](mailto:B010@occar.int) and [B015@occar.int](mailto:B015@occar.int).

#### **OCCAR Privacy Statement:**

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.