



## Organisation for Joint Armament Co-operation Executive Administration

### VACANCY NOTICE

<b>Post</b>	B640 - FINANCE ASSISTANT 3
<b>Grade</b>	B6
<b>Division</b>	FSAF-PAAMS Programme Division
<b>Section</b>	Commercial & Finance Section
<b>Management of Staff</b>	0
<b>Location</b>	Paris area, France
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	23 November 2018
<b>Start Date</b>	1 February 2019 (Depending on the availability of the selected candidate an earlier contract start date might be offered)
<b>Interview Date</b>	Week commencing 10 December 2018

#### 1. **Background**

The scope of the Programme is

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
  - Surface-to-Air Anti-Missile system (SAAM);
  - Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (common & EMPAR) and Long Range Radar (LRR), including ammunition and training & support equipments;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and the potential to extend the capabilities of the systems.

## 2. Duties and Responsibilities

The Finance Assistant 3 will report to the Commercial Section Leader.

The post holder will:

- Support the PD Finance Officer in preparation of the annual Operational Budgets;
- Support the PD Finance Officer in preparation of the annual Operational Carry-Over Budgets;
- Support the PD Finance Officer in preparation of the Forecast of Outturns for the annual Operational and Carry-Over Budgets;
- Coordinate with OCCAR-EA HRD and ICT Sections preparation of the annual Administrative Budget;
- Coordinate with OCCAR-EA HRD and ICT Sections preparation of the Forecast of Outturns for the annual Administrative Budget;
- Prepare Cash Forecasts for the Operational and Carry-Over Budgets;
- Prepare Call for Funds for the Operational Budgets, and subsequent monitoring of the receipt of Contributions from Nations;
- Prepare monthly summary of financial data (budgets/FOOs/Cash Forecasts/bank balances);
- Prepare, organise and maintain a "One-Stop Shop" of PD financial data (Budgets/FOOs/Cash Forecasts/Financial Annexes);
- Prepare, organise and maintain database of MoUs, PAs/IAs and Programme Decisions;
- Organisation of PD financial meetings (Internal and External Screenings/FOO).

## 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** Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2** The ability to work in a changing, developing and demanding environment;
- CS 3** The ability to work independently based on objectives set by the line manager;
- CS 4** The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5** Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

## 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** Experience in preparing budgets and in budget forecasts;
- ES 2** Experience in financial monitoring of contractual milestones;
- ES 3** Thorough experience in applying MS Excel (advanced level);
- ES 4** Ability to meet strict deadlines whilst assuring maximum accuracy.

#### 4.2 Desirable:

- DS 1 Experience in applying MS Access;
- DS 2 Experience in calculation of variation of price;
- DS 3 Knowledge of contractual matters including handling of penalties;
- DS 4 Awareness of other defence related structures and organisations.

#### 5. Language Requirements

- Upper Intermediate 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-Secret" level is required for this post.

#### 8. Applications and Points of Contact

For further information regarding this Post, please contact:

Mr Fulvio BELLASSAI (FSAF-PAAMS Programme Manager)

**Email:** [fulvio.bellassai@occar.int](mailto:fulvio.bellassai@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 [B010@occar.int](mailto:B010@occar.int)