



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	A027 – Financial Planning, Budgeting & Commitment Officer
Grade	A3
Division	Finance
Section	Financial Planning, Budgeting & Commitment
Management of Staff	0
Location	Bonn, Germany
Initial Contract Duration	3 years
Closing Date for Applications	30 March 2017
Start Date	1 June 2017
Interview Date	w/c 17 April 2017

1. Background

The Financial Planning, Budgeting and Commitment Section is part of the Finance Division and is responsible for the overall corporate management of OCCAR's financial operations, procedures and processes.

2. Duties and Responsibilities

The Financial Planning, Budgeting and Commitment Officer will report to the Financial Planning, Budgeting and Commitment Section Leader and directly assist the organisation of the Budget process, coordination and review of the underlying assumptions, preparation of the OCCAR-EA Aggregated Operational Budgets and Administrative Budgets (AB) and the in-year Forecast of Outturn (FoO).

He/she will provide support to the staffing of Programme Management Plans (PMP) at corporate level, Programme Decisions and Contracts signed by OCCAR-EA Director. He/she will screen and review the Financial Plans produced by Programmes. He/she will also provide Finance Officer support for the coordination and sharing of estimates regarding Programmes in integration.

In particular he/she will:

- Produce OCCAR-EA Budget documentation in conjunction with Programme Divisions, ensuring the consistency of supporting explanations and assumptions. In particular, there is a need to verify Operational Budgets are consistent with Programme Management Plans, procurement and risk management strategies and relevant financial and contractual milestones;
- In accordance with the agreed timetable, co-ordinate the Forecast of Outturn, analyse and ensure the accuracy of all relevant inputs from Programmes/Divisions and compile the Forecast of Outturn for review by the Head of Division and the Director. Provide advice on areas of uncertainty and risk, ensuring the consistency of the Balance Scorecard data;
- Utilise the OCCAR-EA accounting system and other relevant IT tools in order to perform duties;
- Monitor the budget execution against approved budgets e.g. scrutinise selected transactions and inform the Section Leader of any potential issues;
- Provide support to the staffing of Programme Decisions and Contracts;
- Provide support on financial aspects regarding Programmes in integration;
- Provide support, as required, to the Section Leader in drafting financial policy papers;
- Work closely with the other staff of the FPC Section;
- Undertake other related financial duties and tasks as required by the Section Leader.

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 relations 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 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 similar financial planning and budgeting activities, compiling and consolidating data from various sources and preparing reports, obtained preferably in the field of defence procurement;
- ES 2** The ability to work independently to clearly defined objectives;
- ES 3** Excellent analytical skills and attention to detail when preparing spreadsheets and calculations;
- ES 4** The ability to perform under pressure and to tight deadlines;
- ES 5** The ability to demonstrate an advanced working knowledge of MS Office software especially MS Excel.

4.2 Desirable:

- DS 1** Knowledge of Microsoft Dynamics AX would be an advantage.

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, 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:

Romain DEFAIX (Financial Planning, Budgeting & Commitment Section Leader)

Email: romain.defaix@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