



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	A012 – Head of Finance Division
Grade	A5*
Division	Finance
Section	N/A
Management of Staff	8
Location	Bonn, Germany
Start Date	1 August 2011
Interview Date	11 November 2010

1. Background

The Finance Division is responsible for the overall corporate management of OCCAR's financial operations, procedures and processes. It is both involved in operational activity relating to armament programmes and administrative activities, relating to the internal functioning of OCCAR. In 2010, the Operational Budget represents a volume of expenditure of about 4 billion euros, the Administrative Budget a volume of about 40 million euros.

2. Duties

The Head of Finance Division supports the OCCAR-EA Director in the management of all financial operations of the OCCAR-EA. He/she is the Senior Finance Officer of the OCCAR-EA and is a member of the Board of Management and he/she is representing the Director in the Finance Committee.

The Head of Finance reports directly to the OCCAR-EA Director and is responsible for:

- Establishing and maintaining a complete, reliable and relevant set of internal financial rules to manage the programmes efficiently and implementing them effectively throughout all OCCAR-EA,
- Ensuring effective use of a corporate financial tool adapted to the management of all programmes and administrative activities,

Points of contact

1 Eric Huybrechts (Deputy Director)
2 Iain Plunkett (Human Resources Division)

+ 49 228 5502 102
+ 49 228 5502 181

E-mail
eric.huybrechts@occar.int
iain.plunkett@occar.int



- Providing advice on all financial aspects of the Organisation including the formulation and implementation of financial and accounting policy.
- Co-ordination and management of the OCCAR Administrative and Operational Budgets. This includes the management of the budgeting and in year management processes, the call for funds, receipt and disbursement of funds, the maintenance of proper records and production of reports and statements of expenditure.
- Preparation of financial statements, financial plans and all programme financial reports & forecasts for OCCAR-EA management and Nations as required, in accordance with OCCAR Financial Rules (OMP 10).
- Presentation of the annual financial statements to the audit authority appointed by the Board of Supervisors.
- Ensuring proper financial control is maintained, taking account of the Board of Supervisors Decisions, MoU commitments, programme decisions, contractual arrangements, OMP 10 and internal Financial Procedures.
- Ensuring all financial activities are carried out economically and efficiently in accordance with the OCCAR Business Plan and OMP 10.
- Ensuring financial propriety in OCCAR and provide financial administration of OCCAR property.
- Provide effective management of the Division to deliver optimum performance by ensuring a clear understanding among staff of their roles and responsibilities (in particular in relation to Divisional objectives in the Management Plan), open communication and provision of guidance and advice.
- Act as the Financial Controller of OCCAR for the purposes of Articles 34 to 36 of the OCCAR Convention with responsibilities for the administration of the financial control and budgetary systems.
- Implementing within the Division and supporting Corporate initiatives, such as Balanced Scorecard, Risk Management and E-Business.
- Ensure consistency in the application of Financial rules and regulations throughout OCCAR-EA and co-ordinate Finance Officers within Programme Divisions.

3. Required knowledge and experience

The incumbent must have extensive and long-standing experience (including at a senior level) in:

- Multi-year Financial management, with particular emphasis on the management of defence procurement programmes;
- Financial control, reporting, operational budgeting and accounting;
- Auditing and accounting in international organisations including the operation of a formal financial accounting system;
- International collaborative projects, and awareness of other defence related structures and organisations.

4. Required competences/Skills

Essential

- Executive ability proven through the results attained performing jobs in this field for other national/international organisations.
- Excellent team working skills, with the ability to lead, guide and motivate the team to achieve set objectives at both team and individual levels and this in a multicultural context.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- Ability to work in a changing, developing and demanding environment and full commitment to state-of-the-art programme management tools, including performance management based upon the balanced scorecard methodology and risk management.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with working knowledge of MS Office software.
- Experience of operating, first hand, financial accounting software such as MS Dynamics AX.
- Fluency in the English language, both orally and written with the ability to draft clearly, concisely and accurately.

Desirable

- Knowledge of other OCCAR languages is highly desirable.

5. Qualifications

A university degree or equivalent, or the necessary experience in the activities directly related to the prescribed tasks. A formal qualification in financial management or accountancy is also highly desirable.

6. Security Clearance

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