



VACANCY NOTICE	
Post	A029 - FINANCE AND ACCOUNTING SERVICES SENIOR FINANCE OFFICER
Grade	A3
Division	Finance Division
Section	Finance and Accounting Services (FAS) Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	22 October 2026
Start Date	01 March 2027
Interview Date	Week commencing on 23 November 2026

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.

As part of the FD, the Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA financial transactions are properly accounted for and for the integrity of the OCCAR-EA accounting system for both Administrative and Operational domains.

This includes the processing of all OCCAR-EA claims for payments and the production of annual Financial Statements and Programme Financial Management Reports.

2. Duties and Responsibilities

The FAS Senior Finance Officer will report to the FAS Section Leader and will support the financial management of the Operational and Administrative Budgets, recording related Accounting transactions in the General and Budget Ledgers for payments and revenue in compliance with OCCAR financial rules and IPSAS principles.

In particular, they will:

- Report to FAS Section Leader and directly assist with the full range of financial management tasks for the OCCAR Programmes and the Central Office (CO);
- Assist with the preparation of the annual financial statements;
- Assist with annual financial audit and other external / internal audits;
- Analyse and implement monthly reviews and reconciliation of all Ledger accounting transactions and ensure discrepancies are promptly resolved;
- Check the consistency and accuracy of data inputs to the OCCAR-EA financial systems and provide support to the PD Finance Officers (FOs);
- Facilitate the preparation of accounting journals (standard and corrective). Ensuring staff members (SMs) have the required training and that separation of duties are maintained. Scrutinise selected transactions and inform the Section Leader of any potential issues;
- Manage and maintain the OCCAR-EA accounting system and other relevant IT tools in order to analyse and resolve issues, provide training to new SMs, and ensure the integrity of the systems are maintained;
- Assist the cash and banking activity; including monthly reconciliation (incl. FOREX) of the bank statements, maintaining audit trails for transfers and monitoring available cash balances (current vs deposits vs investments);
- Lead on banking relations and deal with issues promptly;
- Lead on the ERP system, acting as key user during development. Provide support and training to PD FOs and FAs. Develop and manage issue resolution, with FOs and Contractors;
- Lead on the preparation and coordination of training materials for finance staff at corporate level and provide support, as required, to PD FOs;

- Assist with the maintenance and development of financial procedures in line with IPSAS standards and OCCAR policy;
- Deputise for FAS Section Leader when required.

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, Sections 10 and 11).

4.1 Essential:

- ES 1** Proven experience in financial management activities, e.g., account payable, account receivable, or preparation of financial statements; preferably obtained in the field of defence procurement;
- ES 2** Proven experience using 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** Highly adaptable, and able to perform under pressure to deliver against tight deadlines;
- ES 5** Experience of financial auditing processes and procedures.

4.2 Desirable:

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| DS 1 | Knowledge of IPSAS and/or experience in accounting and processing of financial data; |
| 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 level¹ of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

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 this Post, please contact:

Juan Antonio PIQUERAS SAEZ (Head of Finance Division)

Email: juan.piqueras@occar.int

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

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>.

¹ The language levels can be found on the OCCAR website, www.occar.int Careers / Applying.