



VACANCY NOTICE	
Post	A020 - MANAGEMENT ACCOUNTING & FUNDS SECTION LEADER
Grade	A4
Division	Finance Division
Section	Management Accounting & Funds (MAF) Section
Management of Staff	7
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	10 November 2026
Start Date	01 April 2027
Interview Date	Week commencing on 14 December 2026

1. Background

The Management Accounting & Funds (MAF) Section is part of OCCAR's Central Office Finance Division (FD) and is responsible for an integral element of the financial management of OCCAR-EA with reference to budgets, financial planning, commitments, Call for Funds of Programmes as well as overall corporate management of OCCAR's financial operations, policies, procedures and processes.

Due to the continuous integration of new programmes, the tasks and responsibilities assigned to the post may evolve throughout the duration of the appointment.

2. Duties and Responsibilities

The Section Leader reports directly to the Head of Finance Division and will manage a team of Finance Officers, Finance Assistants and Detached National Experts (if any) in accordance with OCCAR best practice for line management.

The Section Leader will coordinate and control a broad spectrum of finance activities and processes, in particular:

- Co-ordinate and control the preparation and execution of the Operational and Administrative Budgets of the Organisation by:
 - Preparing instructions;
 - Controlling and analysing inputs provided by the Divisions;
 - Consolidating budgets/forecasts delivered by the Divisions;
 - Giving presentations to the Directorate;
 - Delivering documentation to Finance and Programme Committees in a timely manner;
- Manage the commitment control procedures across the Organisation to ensure that Programmes respect their approved commitment ceilings;
- Oversee the cash management activities, including Call for Funds (CFF), borrowing procedures and relevant accounting activities in accordance with the guidance provided by the Financial Accounting and Services Section;
- Implement and ensure systematic controls, reviews or spot checks of various aspects of the day-to-day financial business on an “as required” basis;
- Support the Head of Finance Division in preparing the Finance Committee and the Community of Practice including the drafting of papers, briefing material and delivery of presentations;
- Support the Head of Finance Division in providing professional advice, guidance and where necessary organising brief, support or training to finance staff in the Programme Divisions, Central Office and Sites;
- Act as Head of Finance Division when required;
- Keep the set of procedures, instructions, templates and forms related to the activities of the section up-to-date;
- Support the growth of the Organisation by actively contributing to the continuous improvement of financial processes and initiate actions to enhance the quality of the financial services provided by Finance Division;
- When appropriate, assist the Financial Accounting and Services Section with the preparation of the annual Financial Statements and with the audit;
- Act as Quality Focal Point for Finance Division;

- Support the Risk Management activities;
- Undertake other duties and tasks as required by the Head of Finance Division.

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** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** A minimum of 5 years of broad, hands-on experience in the budgeting and cash management of international or national Programmes preferably in the field of Defence acquisition in the OCCAR Nations;
- ES 2** Proven experience in drafting documents supporting decision-making processes drawing on financial data analysis demonstrating excellent analytical skills and strong attention to detail;
- ES 3** Good knowledge of accounting principles and techniques, particularly in an international public sector context and experience in undertaking reviews of accounting transactions to ensure accuracy;
- ES 4** Experience in the use of ERP software and/or knowledge of implementation of a new software system;

- ES 5** The adaptability and strong willingness to pursue excellence in a quest to continuous improvement.

4.2 Desirable:

- DS 1** Experience in leading and coordinating a team;
- DS 2** Experience in the implementation of IPSAS and their application in public sector accounting process and financial reporting;
- DS 3** The ability to perform under pressure and to manage tight deadlines;
- DS 4** Knowledge of auditing processes and experience of being audited in the financial domain.

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 university degree or equivalent qualification in the activities directly related to the described tasks is required.

Specific accounting qualifications are highly desirable and would be considered advantageous.

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.