



VACANCY NOTICE	
Post	A042 - FINANCE & ACCOUNTING SERVICES SECTION LEADER
Grade	A4
Division	Finance Division
Section	Finance & Accounting Services (FAS) Section
Management of Staff	8
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	30 November 2026
Start Date	01 March 2027
Interview Date	Week commencing on 11 January 2027

1. Background

The Finance Division (FD) 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 Enterprise Resource Planning (ERP) 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

As the FAS Section Leader (SL) the incumbent will report to the Head of Finance Division (HoFD). With the support of a small finance and accounting team they are responsible for the integrity of the OCCAR-EA ERP system for both Administrative and Operational budgets and for control of all receipts and payments through the OCCAR-EA bank accounts. This includes the processing of all OCCAR-EA claims for payment and the production of annual financial statements. They are also responsible for all accrual accounting entries and end of year accounting procedures.

The main duties of the FAS SL are:

- Manage the OCCAR-EA ERP system to ensure that it operates in full compliance with the requirements of the International Public Sector Accounting Standards (IPSAS) and of OCCAR financial rules (OMP 10);
- Prepare, in a timely manner, the annual financial statements to be submitted first to the Board of Auditors (BoA) and then to the Board of Supervisors (BoS);
- Support all internal and external audit processes related with auditing the accounts;
- Supervise the recording of all OCCAR-EA entries in the ERP system (in their role of FAS SL) with the exception of Call for Funds, receipts of contributions;
- Ensure that effective internal controls are in place for the final release of payment only of those claims correctly authorised by the relevant authority (in their role of FAS SL);
- Manage the bank accounts (opening, closure and day to day maintenance through the Banking software) for both Operational and Administrative budgets;
- Ensure timely recording (accounting) of all financial impacts on the Administrative bank account and support the recording on the accounts for all OCCAR Programme Portfolios ensuring full and continuous reconciliations of all OCCAR bank accounts;
- Process end of year adjustment entries in line with IPSAS accruals;
- Provide guidance and in-house support in the OCCAR ERP system for finance personnel of the Central Office Divisions and of the Programmes in book-keeping and accounting related matters and in general navigation within the ERP system;

- Act as advisor for the HoFD on all matters related to the proper application of the financial rules and regulations, of the international accounting and internal control standards, for their domain of responsibility;
- Work closely with the other FD Section Leader to ensure that accounting and payment related transactions are properly and consistently booked across Sections;
- Maintain Internal Procedures (IPs) for invoicing and accounting processes, ensuring they are updated on a regular basis;
- Without direct line management responsibility, have the ability to overview the issues of the Finance Staff embedded in the individual Programmes;
- 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** Proven experience in handling and processing of invoices of public contracts and related data entry into an accounting system;
- ES 2** Proven experience in accounting, with good knowledge of international public sector accounting standards/methodologies and the production of annual financial statements;
- ES 3** Advanced knowledge of Excel (MS Software) as well as a proven experience with a structured/dedicated accounting system (SAP, Microsoft Dynamics AX, Oracle or others);
- ES 4** Good understanding of treasury/banking functions, and awareness of budgeting and forecasting related activities and how they interface with the accounting;
- ES 5** Good knowledge of auditing procedures of financial statements.

4.2 Desirable:

- DS 1** Experience of working in a multinational project management environment;
- DS 2** Awareness of other defence related structures and organisations;
- DS 3** Experience in leading and coordinating a team;
- DS 4** Knowledge of Internal Control and Risk Management principles;
- DS 5** An understanding the principles of change management.

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.

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

6. Qualifications

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

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>.