



# Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	A048 - FINANCE & ACCOUNTING SERVICES FINANCE OFFICER 2
<b>Grade</b>	A2
<b>Division</b>	Finance Division
<b>Section</b>	Finance & Accounting Services (FAS) Section
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, DE
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	26 January 2024
<b>Start Date</b>	01 April 2024
<b>Interview Date</b>	Week commencing on 19 February 2024

## **1. Background**

The Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA 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.

Due to the continuous improvement and optimisation of the organisation and internal structure, the tasks and responsibilities assigned to the post might evolve during the mandate.

## **2. Duties and Responsibilities**

The primary role of the Finance & Accounting Services (FAS) Finance Officer 2 (FO2) is to support the FAS Section Leader in maintaining the accounting system by acting as "accounting system PoC", in particular:

- Support to Finance Officers (FOs) in dealing with the accounting system, providing advice and assistance as and when required and drafting requests to the accounting software provider;

- Scrutiny of accounting transactions and, where appropriate, creation of manual journals.

This challenging and demanding role requires the post holder to display both a good understanding of double entry bookkeeping techniques and also have the ability to communicate, at all levels, on accounting issues.

The FAS FO2 reports to the Section Leader. In particular, they will/are:

- Support the Section Leader in maintaining the integrity of the OCCAR-EA accounting system to ensure that it operates in full compliance with the financial rules and regulations;
- Support the Section Leader in preparing the annual accounts for audit by the audit authorities appointed by the BoS;
- Act as first signatory to authorise the release of payments (and second signatory in the absence of the FAS FO1) through the accounting and banking systems, in accordance with the principles of segregation of duties;
- Responsible for account reconciliations for Programmes, including bank and cash management and preparation of quarterly and yearend financial management information;
- Liaise with and, under Section Leader guidance, advise the FAS Assistants and OCCAR-EA finance personnel on all matters related to the proper application of the financial rules and regulations i.r.w. the accounting system;
- Create/maintain Desk Instructions relating to the FAS domain, and continuously review the accuracy of the Users Manuals for the accounting system;
- Provide in-house training for finance personnel in bookkeeping and accounting related matters;
- Support the ERP project as a Key User including providing support to PD FOs;
- Assume responsibility for ad hoc tasks as required.

## **2.1 Statement of Awareness linked to the post**

The Applicant needs to be aware that the organisational structures for Central Office and Finance Division may change during their tenure and that we are looking for a candidate who is willing to embrace change and have a flexible approach (open mind set attitude). It should be noted that in the event of changes to the post, the post will not be downgraded during the contract period.

We are looking for a highly motivated, proactive individual with excellent organisational and communication skill with a can-do attitude.

### **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 preparation of financial accounts; preferably obtained in the field of defence procurement. Handling and processing of invoices/payments for public contracts relating to data entry into an accounting system;
- ES 2** Proven experience with a computer-based resource planning tool or finance system (SAP, Microsoft Dynamics, Oracle or others);
- ES 3** Excellent and proven accounting skills with a sound knowledge of accrual accounting methodologies;
- ES 4** Excellent analytical skills and attention to detail when completing account reconciliations including banking and cash management. Make good use of MS Office software especially MS Excel to compile and present complex and diverse data;
- ES 5** To be adaptable and to perform under pressure and to tight deadlines.

#### **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** Awareness of other financial processes such as Budgeting, Commitment, Banking and cash management;

- DS 4** Awareness of financial auditing processes and procedures;
- DS 5** Knowledge or experience in bank reconciliation procedures.

## **5. Language Requirements**

An adequate knowledge<sup>1</sup> of at least two of the OCCAR languages (English, French, German and Italian), one of them being English.

## **6. Qualifications**

A higher secondary education or equivalent in the activities directly related to the tasks described and or professional certification is highly desirable.

MS Dynamics certification - preferably on D365 for Finance and Operations - 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:

Karen DOLAN (Finance Division)

Email: [karen.dolan@occar.int](mailto:karen.dolan@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](mailto:B009@occar.int), [B010@occar.int](mailto:B010@occar.int) and [B015@occar.int](mailto:B015@occar.int).

### **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>.

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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Human Resources / Applying for OCCAR posts.