



## Organisation for Joint Armament Co-operation Executive Administration

<b>VACANCY NOTICE</b>	
<b>Post</b>	B012 - MANAGEMENT ACCOUNTING & FUNDS FINANCE ASSISTANT
<b>Grade</b>	B6
<b>Division</b>	Finance Division
<b>Section</b>	Management Accounting & Funds (MAF) 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>	17 April 2024
<b>Start Date</b>	01 July 2024
<b>Interview Date</b>	Week commencing on 13 May 2024

### 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.

The Management Accounting & Funds (MAF) Section, located within the OCCAR-EA Central Office in Bonn, is responsible for an integral element of the financial management of OCCAR-EA with reference to budgets, financial planning, budgeting and related policies and procedures.

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 Management Accounting & Funds Finance Assistant (MAF FA) reports directly to the MAF Section Leader (MAF SL) and directly assists the preparation of OCCAR-EA administrative budgets and associated Outturn reports (Forecast of Outturn and Final Outturn).

The MAF FA also assists the commitments management and the monitoring of CO/Bonn site budgets.

The MAF FA is responsible for a range of tasks that include (but are not restricted to):

- Ensure the accuracy of the Budget related data entry into the Corporate ERP and producing reports when required;
- Control Administrative Budget Transfers;
- Assist the commitments management and monitoring of CO/Bonn site budget.

The MAF FA assists the MAF SL for a range of tasks that include (but are not restricted to):

- Support the preparation of the Administrative Budgets, including revised issues, by consolidating and controlling the consistency of the data received from the Central Office, Sites and Programme Divisions;
- Support the preparation of the AB Outturn reports by providing payments/commitments statement, consolidating and controlling the consistency of the data received from the Central Office, Sites and Programme Divisions and any other financial reports required;
- Send to the Nations the OCCAR-EA Budgets and Outturn reports once data has been checked and reviewed at corporate level;
- Support the elaboration, produce budget simulations and apply complex sharing keys across Nations and Budget areas when having to produce budget estimate scenarios, in coordination with the MAF Officers;
- Support the closure of the Financial Year, setting up Carry Forward Budgets.

The MAF FA assists the Head of FD for a range of tasks that include (but are not restricted to):

- Act as Secretary to the Finance Committee (FC) meetings, ensuring relevant documents are distributed in a timely manner before and after the meetings and organising the committees (standard activity: 2 times/year);
- Coordinate the preparation of the Community of Practise (CoP) and potential workshops, propose draft minutes and ensure that related documents are properly archived and available to the FOs;
- Keep minutes and records of the FC meetings and any other financial meeting as required;
- Keep the corporate Action Lists up-to-date and tracking the FD open Actions;
- Managing the corporate FD information related to FC and CoP on OCCAR Intranet and OCCAR Extranet.

### **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**      Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations;
- CS 2**      The ability to work in a changing, developing and demanding environment;
- CS 3**      The ability to work independently based on objectives set by the line manager;
- CS 4**      The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software;
- CS 5**      Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.

### **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**      Experienced in similar financial/clerical activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations;
- ES 2**      Experienced with computer-based financial systems;
- ES 3**      Advanced working knowledge of MS Office software especially MS Excel;
- ES 4**      Knowledge of Financial Planning and Budgeting risk-based basic concepts;
- ES 5**      Being adaptable to perform under pressure and to tight deadlines.

#### **4.2 Desirable:**

- DS 1**      Awareness of Defence related structures and organisations;
- DS 2**      Experience of office administration.

## **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, a degree or relevant experience 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:

Nathalie GIRAUDEAU (MAF Section Leader)

Email: [nathalie.giraudeau@occar.int](mailto:nathalie.giraudeau@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) Careers / Applying.