



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE

Post	B639 - FINANCE ASSISTANT 2
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	Commercial & Finance Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	15/05/2024
Start Date	01/09/2024 or earlier, if an earlier CSD can be agreed.
Interview Date	Week commencing 27/05/2024

1. Background

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - Surface-to-Air Anti-Missile system (SAAM);
 - Surface-to-Air Medium Range Land system (SAMP/T).
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems;
- The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and considers the potential to extend the capabilities of the systems.

2. Duties and Responsibilities

The FINANCE ASSISTANT 2 will report to the COMMERCIAL & FINANCE SECTION LEADER and support the FINANCE OFFICER.

In particular they will:

- Enter contract payment and price revision data in the OCCAR Enterprise Resource Planning (ERP) tool (Microsoft Dynamics 365 based);
- Record, check and process invoices received from suppliers for payment in accordance with OCCAR procedures;
- Enter invoices and payments in the ERP tool;
- Cross check contract milestone data to ensure alignment between the OCCAR accounting system and the other database (MS Access);
- Maintain all financial documents related to payments;
- Calculate value of contractual penalties for late delivery payable by industry;
- Support the Finance Officer of the Division in respect of budgeting, forecasting and accounting including preparation of financial reports and forecasts.

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** Sound knowledge and experience of invoice processing possibly in an international organisation;
- ES 2** Experience in applying financial transactions, procedures and rules;

- ES 3** Knowledge and experience of using bespoke financial software tools. The OCCAR system is Microsoft Dynamics 365;
- ES 4** Thorough experience in applying MS Excel (advanced level);
- ES 5** Ability to meet strict deadlines whilst assuring maximum accuracy.

4.2 Desirable:

- DS 1** Use of MS Access;
- DS 2** Experience in calculation of variation of price;
- DS 3** Appreciation of financial budgeting and accounting including preparation of budgets, forecast of outturn and cash forecasts;
- DS 4** Knowledge of contractual matters including handling of penalties;
- DS 5** Awareness of other defence related structures and organisations.

5. Language Requirements

An adequate knowledge¹ 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:

Francis CELESTE (FSAF-PAAMS PROGRAMME MANAGER)
Email: francis.celeste@occar.int

Amedeo GIULIANA (Commercial and Finance Section Leader)
Email: amedeo.giuliana@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, B010@occar.int and B015@occar.int.

¹ The language levels can be found on the OCCAR website, www.occar.int Human Resources / Applying for OCCAR posts.

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>.