



Organisation for Joint Armament Co-operation Executive Administration

VACANCY NOTICE	
Post	AC05 - CONTRACT & FINANCE OFFICER
Grade	A3
Division	PPA Programme Division
Section	Commercial and Finance Section
Management of Staff	0
Location	La Spezia, IT
Initial Contract Duration	3 years
Closing Date for Applications	23/09/2024
Start Date	01/02/2025
Interview Date	Week commencing on 21/10/2024

1. Background

The aim of the Programme is the definition, development, production and initial in-service support of 7 Pattugliatori Polivalente d'Altura (PPA).

The PPA Programme Division is located in La Spezia.

2. Duties and Responsibilities

The post holder shall be responsible for all the Contract/Finance matters and will report directly to the PM.

As far as **contract** activities are concerned, the post holder will:

- manage the prime contract and any amendments;
- manage relationships with OCCAR Central Office on any question pertaining to contract rules, regulations and procedures;

- manage relationships with National Official Services for any question concerning contract rules, finance, or taxes;
- give legal advice to the PM concerning the correct legal execution of the contract;
- handle any legal or contractual issues that may arise during the execution of the contract;
- take part in the establishment of any additional PPA contract, taking into account OCCAR rules and regulations;
- participate into the OCCAR Contract meetings.

As far as **finance** activities are concerned, they will:

- prepare the yearly Administrative Budget (AB) and Operational budget (OB) of the Programme Division;
- prepare Forecasts of Outturns at given dates and exercise Budget execution control as per OMP 10;
- prepare Midterm Estimates for Administrative Budget (AB) and Operational Budget (OB) as per OMP 10;
- prepare Administrative and Operational Financial Plans as per OMP 10;
- submit to Finance Division, OB Call For Funds (CFF) requests to be issued to the Participating State (PS);
- co-ordinate funding requirements with OCCAR Central Office;
- ensure financial coverage before starting up legal/commercial commitments;
- keep the financial status of the Programme up to date and deliver data for monitoring the financial performance indicators;
- prepare reports, financial analysis, summaries or forecasts as required by OCCAR financial rules or on a "case by case" basis, if requested;
- support Board of Auditors and implement audit recommendations;
- support and advice the Programme Manager in all financial activities;
- validate Requisitions for Commitment and record all relevant data, both for AB and OB;
- validate OB and AB invoices and record all relevant data into the official ERP system, to enable payment after PM's authorization (if not delegated);
- maintain the accuracy of Programme financial records in the ERP;
- store financial correspondence, copies of paid invoices and all related documents;
- participate to all OCCAR Finance meetings for the Programme Division;
- support the Risk Officer in the management of risks related to Contract and Finance aspects;

- support the PM and Internal Quality Officer in maintaining an effective and efficient Quality Management System;
- support the PM and the Planning & Reporting Officer in the related documentation drafting for all Contract and Finance aspects.

The post holder will perform any related duties as directed.

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** Competencies and deep knowledge of all what is listed in the area of their duties and responsibilities, especially in financial management of programmes, including budgeting and forecasting, and contract management in a complex environment (invoicing, relations with industry, etc.);
- ES 2** Experience in utilising spreadsheet calculation and dedicated financial accounting databases;
- ES 3** Previous working experience in a procurement entity, acting as contracting authority, of the Italian Ministry of Defence;
- ES 4** Knowledge of the OCCAR Through Life Management concept;
- ES 5** Experience in managing legal aspects related to contracts.

4.2 Desirable:

- DS 1** Knowledge of Financial Accounting principles;
- DS 2** Knowledge of Accrual Accounting methodology;
- DS 3** Knowledge of International Public Sector Accounting Standards (IPSAS);
- DS 4** Experience of internal/external quality/financial audits;
- DS 5** Experience in international co-operation activities and intercultural relationships.

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

Master's degree² in Economics, Finance or Law or equivalent educational level qualification (mandatory). Several years of experience in the activities directly related to the tasks prescribed (mandatory).

7. Security Clearance

Security clearance at OCCAR Secret level is required for this post.

8. Applications and Points of Contact

For further information regarding this Post, please contact:

Andrea Benedetti (Programme Manager)

Email: andrea.benedetti@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.

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.

² It is a University degree of five or six years second cycle (master's) of 300 or 360 ECTS.