



# Organisation for Joint Armament Co-operation Executive Administration

## VACANCY NOTICE

<b>Post</b>	A907 - FINANCIAL OFFICER
<b>Grade</b>	A3
<b>Division</b>	ESSOR Programme Division
<b>Section</b>	Programme Control, Commercial and Finance 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>	30 June 2025
<b>Start Date</b>	01 September 2025 (subject to the signature of the respective ESSOR Programme Decision)
<b>Interview Date</b>	Week commencing on 21 July 2025

### 1. Background

The aim of the ESSOR Programme is to develop and produce a complete portfolio of European Software Defined Radio (SDR) products to meet the requirement for interoperable tactical communications in multinational deployment of the Participating States, through the following Programme activities:

- Contribute to the development of an autonomous European Defence Technological Industrial Base in SDR through the establishment of the normative referential required for the development and production of a military SDR in Europe;
- Define and maintain a referential system architecture for ESSOR shared at European level and develop an associated certification environment;
- Develop a complete family of SDR applications providing interoperability to tactical communications in the land, 3D, airborne and maritime domain;
- Develop and maintain a through Life Management (TLM) approach ensuring the maximisation of the benefits to the Programme Participating States throughout the entire lifecycle of the developed systems;

- Support the standardisation efforts of the ESSOR products in the relevant for a (e.g., NATO, EDA, Wireless Innovation Forum, FMN).

The tasks carried out within the ESSOR Programme will concern the following activities for the ESSOR Architecture and the ESSOR waveforms (named as ESSOR Products):

- developing and testing of new waveforms;
- the technical and operational development of the ESSOR Products;
- the standardisation of the ESSOR Products;
- Management of the ESSOR Product lifecycle through functions like ILS, Requirements Management, Information Lifecycle Management, Life-cycle cost Estimate;
- Preparation of subsequent Programme stages.

## **2. Duties and Responsibilities**

The Financial Officer is responsible for the financial function of the ESSOR Programme. In particular, they are in charge of:

- Apply the financial principles and rules of OCCAR and follow guidance and supervision provided by Head of Finance Division through the Finance Division, with the aim of ensuring an efficient and effective standardised financial management;
- Prepare the yearly Administrative Budget (AB) and Operational Budgets (OB) of the Programme, ensure their approval in a timely manner and monitor their execution and evolution;
- Prepare the Indicative Budgets (3 years' timeframe) for the Administrative and Operational costs;
- Prepare the Administrative Financial Plan in conjunction with the Budget Preparation Process and the Operational Financial Plan in conjunction with the Financial Statements to compare the maximum financial commitment against the total estimated costs of the programme;
- Check the Requisitions for Commitment and enter all relevant data in the Corporate ERP system, for operational and administrative activities;
- Manage and monitor commitments to ensure the respect of the financial ceilings;
- Prepare the Outturn report and Cash Forecast report (3 times per year) and exercise Budget execution control;
- Determine the amount and timing of the OB Call For Funds (CFF) in coordination with the National representatives of the respective contract and initiate the OB CFF process; control the cash flow to ensure the availability of funds for the Programme activities in coordination with OCCAR Finance Division and avoid excess of cash in the programme's bank accounts;
- Prepare the payments in a timely manner by checking the invoices and entering all relevant data into the Corporate ERP system after PM's validation (if not delegated);

- Use the Corporate ERP system and other relevant IT tools to keep the financial status of the Programme up to date and maintain the financial performance indicators in line with the targets;
- Maintain and ensure the consistency and accuracy of Programme financial data in the Corporate ERP system;
- Prepare reports, financial analysis, summary or forecast work as required by OCCAR financial rules and on a case-by-case basis as requested;
- Manage relationships with national official services for any questions concerning finance or taxes;
- File financial correspondence/documents;
- Participate to Finance Community of Practice meetings in order to share knowledge and seek/provide support from/to colleagues on financial issues.

The Financial Officer assist the Programme Control, Commercial and Finance Section Leader:

- in planning and reporting activities;
- in contractual activities (e.g., contract amendments, export authorisations and the execution of contractual clauses);
- in establishing and maintaining the Financial Management part of the ESSOR Divisional Instruction;
- in liaising with Nations and Industries on the financial activities;
- in reporting to, and liaising with, other members of the programme Division, OCCAR CO on Finance and Commercial aspects;
- in coordinating, developing and managing the ESSOR Budgets according to the Letter of Delegation;
- in assisting the auditors and implement Board of Auditors' recommendations in coordination with the FD;
- in the management of a Database Record System for ESSOR contractual payments.

### **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** Wide-ranging experience in financial management, including the preparation of financial budgets and forecasts as well as working with spreadsheet tools and financial specialists;
- ES 2** Experience of working with computer-based financial systems;
- ES 3** Experience of financial processes (planning, budgeting, commitment, invoicing, accounting and banking processes);
- ES 4** Wide knowledge and experience in business planning and reporting.

##### **4.2 Desirable:**

- DS 1** Previous experience in international financial management;
- DS 2** Awareness of other defence related structures and organisations;
- DS 3** Knowledge of accounting software (ERP);
- DS 4** Thorough experience using MS Excel, Word, PowerPoint and Project;
- DS 5** Knowledge of International Public Sector Accounting Standards (IPSAS).

#### **5. Language Requirements**

- ADVANCED level<sup>1</sup> 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**

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

#### **7. Security Clearance**

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

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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.

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Serge DEBONO (ESSOR Programme Manager)

Email: [serge.debono@occar.int](mailto:serge.debono@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 [application@occar.int](mailto:application@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>.