



Organisation for Joint Armament Co-operation Executive Administration

| VACANCY NOTICE | |
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| Post | A012 - HEAD OF FINANCE DIVISION |
| Grade | A5* |
| Division | Finance Division |
| Section | - |
| Management of Staff | 18 |
| Location | Bonn, DE |
| Initial Contract Duration | 3 years |
| Closing Date for Applications | 20 November 2025 |
| Start Date | 01 April 2026 |
| Interview Date | Week commencing on 12 January 2026 (up to two-day selection process) |

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.

2. Duties and Responsibilities

The Head of Finance Division supports the OCCAR-EA Director in the management of all financial operations of the OCCAR-EA. The incumbent is the Senior Finance Officer of the OCCAR-EA and a member of the Board of Management and representing the Director in the Finance Committee.

The Head of Finance reports to the OCCAR-EA Deputy Director and is responsible for:

- Establishing and maintaining a complete, reliable and relevant set of internal financial rules to manage programmes efficiently and implementing them effectively throughout all OCCAR-EA. Providing advice on all financial aspects of the Organisation including the formulation and implementation of financial and accounting policy;

- Co-ordination and management of the OCCAR Administrative and Operational Budgets. This includes the management of the budgeting and in year management processes, the call for funds, receipt and disbursement of funds, the maintenance of proper records and production of reports and statements of expenditure;
- Preparation of financial statements, consolidation of financial plans and forecasts;
- Providing advice and contributing to all programme financial reports & forecasts for OCCAR-EA management and Nations as required, in accordance with OCCAR Financial Rules (OMP 10);
- Presentation of the annual financial statements to the audit authority appointed by the Board of Supervisors and support the audit process;
- Implementing and reporting on recommendations and actions stemming from any audit report affecting the finance domain;
- Ensuring proper financial control is maintained, taking account of the Board of Supervisors Decisions, MoU commitments, programme decisions, contractual arrangements, OMP 10 and internal Financial Procedures;
- Ensuring all financial activities are carried out economically and efficiently in accordance with the OMP 10 and other related OCCAR's rules;
- Ensuring financial propriety in OCCAR and provide financial administration of OCCAR property;
- Providing effective leadership and management of the Division to deliver optimum performance by ensuring a clear understanding among staff of their roles and responsibilities, open communication and provision of guidance and advice;
- Having the duty of care in respect of the Health and Safety of all staff members in Finance Division. The OCCAR-EA Health and Safety Manual details the roles and responsibilities in this regard; as Head of Division, the Head of Finance is accountable to the Director for the proper discharge of these responsibilities for all members of the Finance Division, at all work locations and for all assigned activities;
- Providing effective guidance to all Finance Staff embedded either in the Programmes or in the sites;
- Acting as the Financial Controller of OCCAR for the purposes of Articles 34 to 36 of the OCCAR Convention with responsibilities for the administration of the financial control and budgetary systems;
- Supporting as required all corporate initiatives having financial implications;
- Ensuring consistency in the application of financial rules and regulations throughout OCCAR-EA and co-ordinate Finance Officers within Programme Divisions and sites;
- Ensuring effective use of the corporate financial tool (ERP/other).

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** Executive management ability proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent leadership, interpersonal and team working skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a 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** Minimum of five years financial management, with particular emphasis on the management of complex defence procurement programmes;
- ES 2** Financial control, reporting, operational budgeting and accounting, including in depth knowledge of accrual accounting systems and the proper implementation of these standards;
- ES 3** Auditing and accounting in national/international organisations;
- ES 4** Managing organisational and procedural change;
- ES 5** Extensive and proven experience of effectively communicating and engaging with stakeholders including high rank/senior grade, as well as governance committees.

4.2 Desirable:

- DS 1** A broad knowledge and understanding of programme management principles;
- DS 2** A keen awareness and knowledge of other defence related structures and organisations;
- DS 3** Application of risk management and performance management measures.

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

A university degree is required, preferably in the activities directly related to the described tasks.

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:

Claudio CONFALONIERI (Head of Finance Division)

Email: claudio.confalonieri@occar.int

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

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.