



<b>VACANCY NOTICE</b>	
<b>Post</b>	A081 - MANAGEMENT ACCOUNTING & FUNDS (MAF) FINANCE OFFICER 4
<b>Grade</b>	A2
<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>	16 April 2026
<b>Start Date</b>	01 August 2026
<b>Interview Date</b>	Week commencing on 18 May 2026

## 1. Background

The Management Accounting & Funds (MAF) Section is part of OCCAR's Central Office Finance Division (FD) and is responsible for an integral element of the financial management of OCCAR-EA with reference to budgets, financial planning, commitments,

call for funds of Programmes as well as overall corporate management of OCCAR's financial operations, policies, procedures and processes.

Due to the continuous integration of new programmes, the tasks and responsibilities assigned to the post may evolve during the mandate.

## **2. Duties and Responsibilities**

The MAF Finance Officer reports directly to the MAF Section Leader (SL) and is responsible for supporting activities for a portfolio of programmes and for the coordination of the financial activities performed on the administrative domain.

Related to the portfolio of programmes, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Analyse and ensure the accuracy of all relevant inputs provided by the Programme Divisions for producing consistent and accurate documentation with regards to the budgeting and reporting activities;
- Provide support to the staffing of Business Cases and reports produced by the Programme Divisions;
- Provide support to the staffing of the Programme Decisions of the Programmes;
- Screen and review the Administrative Financial Plans produced by the Programme Divisions;
- Monitor the day-to-day status of the bank accounts and file bank statements;
- Prepare the year-end reconciliation for the OCCAR-EA Administrative Budgets and ensure the coordination with the Financial Accounting and Services section of the Finance Division;
- Check the consistency and accuracy of the OCCAR-EA accounting system and other relevant IT tools in order to perform duties.

Related to the coordination of the financial activities performed on the administrative domain, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Prepare and organise the budgeting processes for the OCCAR-EA Aggregated Administrative Budgets and the in-year reports (forecast and final outturn reports, reconciliation report);
- Manage the Call for Funds (CFF) processes (issuing and accounting), the booking of the contributions received (accounting) for Administrative Budgets and provide answers to Nation's questions;
- Ensure reports hold up-to-date, accurate and standardised financial information in line with the internal procedures.

For Finance Division and OCCAR, the MAF Finance Officer is responsible for a range of tasks that include (but are not restricted to):

- Support Finance Officers by providing financial training;
- Support the new ERP project implementation;
- Provide support to the MAF SL in drafting financial policy papers in particular the guidance documents and instructions for the budget preparation;
- Support the audit process related to MAF section activities;
- Undertake other related financial duties and tasks as required by the MAF SL including cover for the other MAF FOs/FA.

## **2.1 Statement of Awareness linked to the post**

The MAF Finance Officer needs to be aware that the organisational structures for Central Office and Finance Division may change during their tenure.

We are looking for a flexible, highly motivated, proactive individual with excellent organisational and communication skills with a can-do attitude.

## **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** Advanced knowledge and proven experience in the budget and cash financial management activities of International or National Programmes, obtained preferably in the field of Defence acquisition in the OCCAR Nations;
- ES 2** Excellent analytical skills and strong attention to detail when preparing and checking spreadsheets and calculations including good working knowledge of MS Office software especially MS Excel to compile and present complex and diverse data;
- ES 3** Previous experience in using financial software/ERP tools (the OCCAR system is Dynamics 365 customised software);
- ES 4** The ability to perform under pressure and to manage tight deadlines;
- ES 5** The ability to assume responsibility, demonstrate proactive engagement, and anticipate forthcoming tasks and activities.

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

- DS 1** Experience of working in a multinational, project management environment;
- DS 2** Experience of office administration and the drafting of papers, letters, documents or preparing financial presentations;
- DS 3** Knowledge of IPSAS and/or experience in preparation of financial statements;
- DS 4** Experience of financial auditing processes and procedures.

#### **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.

---

<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.

**6. Qualifications**

A higher secondary education or equivalent in the activities directly related to the tasks described 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.

**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>.