



VACANCY NOTICE	
Post	B044 - FINANCE & ACCOUNTING SERVICES (FAS) FINANCE ASSISTANT 4
Grade	B5
Division	Finance Division
Section	Finance & Accounting Services (FAS) Section
Management of Staff	0
Location	Bonn, DE
Initial Contract Duration	3 years
Closing Date for Applications	25 March 2026
Start Date	01 July 2026
Interview Date	Week commencing on 20 April 2026

1. Background

The Finance & Accounting Services (FAS) Section is responsible for supervising that all OCCAR-EA financial transactions are properly accounted for and for the integrity of the OCCAR-EA accounting system for both Administrative and Operational domains.

This includes the processing of all OCCAR-EA claims for payments and the production of annual Financial Statements and Programme Financial Management Reports.

2. Duties and Responsibilities

The Finance & Accounting Services (FAS) Finance Assistant 4 reports to the FAS Section Leader and is responsible for the processing of all requests for payment, for invoices related to Operational and Administrative budgets (such as day to day running costs, salaries, emoluments and travel expenses).

In particular, they will:

- Control that the financial data relating to all requests for payments (such as vendor name, bank account details, net and VAT amounts) has been posted correctly in the accounting system;
- Check that the requests for payments have been authorised by personnel with the correct letter of delegation;
- Act as first authorised signatory for all types of payments (standard, manual and foreign currency) and initiate the payment process, using a dedicated banking software;
- Liaise accordingly with the Management Accounting and Funds Section about the availability of budgets and funds;
- Assist in the preparation of annual Financial Statements for the Administrative and Operational sections;
- Complete periodically, at least monthly, bank reconciliations ensuring all issues investigated are resolved in a timely manner;
- Prepare and submit VAT reimbursements by sending periodical claims to the relevant nations and support the reconciliation exercise for VAT;
- Provide cover, as necessary, for the FAS Assistants 1, 2 and 3;
- Provide ad hoc administration support to Finance Division.

2.1 Statement of Awareness linked to the post

The FAS Assistant 4 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** 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** Proven experience in similar financial activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations;
- ES 2** Proven experience with a computer-based resource planning tool or finance system (SAP, Microsoft Dynamics, Oracle or others);
- ES 3** To be adaptable and to perform under pressure and to tight deadlines;
- ES 4** Comprehensive experience using MS Excel and Word.

4.2 Desirable:

- DS 1** Previous experience in international financial management is desirable;
- DS 2** Awareness of other financial processes such as Budgeting, Commitment, Banking and cash management, Auditing process and procedures;
- DS 3** Ability to perform administrative/secretarial/coordination tasks.

5. Language Requirements

- ADVANCED¹ level 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 higher secondary education, a degree or relevant experience 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:

Carlos BESO GOMEZ-APARICI (FAS Section Leader)

Email: carlos.beso@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.