



VACANCY NOTICE	
Post	B635 – FINANCE ASSISTANT 1
Grade	B6
Division	FSAF-PAAMS Programme Division
Section	Commercial Section
Management of Staff	0
Location	Paris area, France
Initial Contract Duration	3 years
Closing Date for Applications	24 June 2026
Start Date	To be confirmed (expected Contract Start Date 01 August or 01 September 2026)
Interview Date	Week commencing on 20 July 2026

1. Background

The scope of the FSAF-PAAMS Programme is:

- The definition, development, production and in-service support of the Future Surface to Air systems Family (FSAF), based upon the following systems:
 - Surface-to-Air Anti-Missile system (SAAM);

- Surface-to-Air Medium Range Land system (SAMP/T);
- The ammunition production and in service support of Principal Anti Air Missile System (PAAMS);
- The In-Service Support (ISS) of FSAF systems, PAAMS systems (EMPAR and common sub systems with SAMPSON version) and Long Range Radar (LRR), including ammunition and training & support equipment;
- The Capability Sustainment & Enhancement of ammunitions and associated systems.

The management of the FSAF-PAAMS Programme is aimed at optimising the use of as many common elements as possible and considers the potential to extend the capabilities of the systems.

The Programme Division is based in Paris, France. It is composed of more than 30 Staff Members from Italy, France and the UK. Due to the increase of Nations requirements, it is planned to be expanded.

2. Duties and Responsibilities

The Finance Assistant 1 will report to the Commercial & Finance Section Leader and support the Finance Officer.

The post holder will:

- Apply the financial principles and rules of OCCAR (OMP10) and follow guidance provided by the Finance Division, with the aim of ensuring an efficient and effective standardised financial management;
- Enter contract payment and price revision data in the Corporate Enterprise Resource Planning (ERP) system (MS Dynamics AX based);
- Maintain and ensure the consistency, the reliability, the comprehensiveness and the accuracy of all financial data in the Corporate ERP system for the Programme;
- Check, record and process invoices received from suppliers for payment in accordance with OCCAR procedures;
- Calculate value of contractual penalties for late delivery payable by industry;
- Cross check contract milestone data to ensure alignment between OCCAR accounting system and other database (MS Access);
- Prepare the payments by checking the invoices and entering properly all relevant data into the Corporate ERP system after Programme Manager's validation (if not delegated) in order to ensure a payment by OCCAR Finance Division on a timely manner for operational and administrative activities; Support the Programme Finance Officer of the Division in respect of budgeting, forecasting and accounting activities including:

- Preparing the annual Operational and Carry-Over Budgets;
- Preparing the Forecast of Outturn and Cash Forecasts for the annual budgets;
- Informing on the status of the cash balance and alerting in a timely manner in order to issue Call for Funds for Operational Budgets;
- Preparing the Call for Funds for the Operational Budgets, and subsequent monitoring of the receipt of Contributions from Nations.

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** Sound knowledge and experience of invoice processing;
- ES 2** Experience in preparing budgets and budget forecasts;
- ES 3** Experience in financial monitoring of contractual milestones;
- ES 4** Thorough experience in applying MS Excel (advanced level);
- ES 5** Ability to meet strict deadlines whilst assuring maximum accuracy.

4.2 Desirable:

- DS 1** Experience in calculation of variation of price;
- DS 2** Experience in calculation of contractual penalties;
- DS 3** Knowledge and experience of using bespoke financial software tools;

- DS 4** Knowledge of contractual matters including handling of penalties;
- DS 5** Experience in an international organisation, or awareness of other defence related structures and organisations outside of own nation.

5. Language Requirements

- UPPER INTERMEDIATE level¹ of ENGLISH both oral and written.
- Knowledge of Italian or French language is desirable.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

6. Qualifications

Higher secondary education plus practical experience in the activities directly related to the tasks prescribed 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:

Francis CELESTE (FSAF-PAAMS Programme Manager)

Email: francis.celeste@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.