



Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
Post	B018 – Financial Management Assistant
Grade	B5
Division	Finance
Section	Treasury
Management of Staff	0
Location	Bonn, Germany
Start Date	01 July 2010
Interview Date	25 th March 2010

1. Background

This post will sit within the OCCAR-EA Finance Division and will support a broad spectrum of finance responsibilities. The main priorities for this post will be to provide general financial support to a number of small Programme Divisions and the Treasury Section Leader.

The post will sit within the Central Office, Finance Division, Treasury Section and will be supported by Finance Division staff and relevant Programme Division.

2. Duties

His/her duties shall include:

Financial Management:

- To provide support to the Programme Manager regarding financial matters.
- Preparation and in-year management of Operational and Administration Budgets including:
 - Applying OCCAR-EA budgetary, planning, control and forecasting techniques to produce accurate and timely submissions;
 - Carry out timely and accurate period-end reporting;
 - Manage Call for Funds to meet the Programmes and Nations needs;
 - Authorisation of invoices for payment and maintenance of financial records;
 - Regular update the financial information contained in the corporate financial databases;

Vacancy notice B018 – Financial Management Assistant

January 2010

Points of contact

1 – Stuart Roberts – Finance Division
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- Assist the Programme Manager to construct the Administrative and Operational budgets
- Attend meetings involving programme finance
- Maintenance of Economic Price Adjustment (EPA) indices and calculation of EPA on payments.
- Management of funds including the administration of the Call for Funds.
- Practical day to day management of OCCAR-EA banking issues.
- Assist with the co-ordination of, and response to, audit issues with OCCAR Central Office (CO).

Treasury Management:

- Assist the Treasury Section Leader regarding
 - Day to day management of bank accounts (operational and administrative budgets and the corresponding deposit accounts)
 - Management of Call for Funds (issuing, recording)
 - Management of contributions received (recording)
 - Management of deposits / investments (establishing, monitoring, recording)

3. Knowledge and Experience

- Experience in similar financial activities, obtained preferably in the field of defence procurement in the OCCAR Nations, or in other international organisations.
- Experience with computer-based financial systems.
- Previous experience in international financial management is desirable.
- A keen awareness of the European Defence environment.

4. Competences / Skills

- Knowledge of financial management in an international context.
- Good team-working skills with ability to establish good working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels within OCCAR as well as with Nations.
- The ability to work in a changing, developing and demanding environment.
- The ability to use Computer and Information Technology (ICT) facilities, and able to demonstrate a good working knowledge of MS Office software. Knowledge of Navision would be an advantage.
- Fluency, orally and written in the English language.
- Adequate knowledge of other OCCAR languages.

5. Security Clearance

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