

JOB DESCRIPTION

PART I: POST DEFINITION

DATE :	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: ANY	RANK/GRADE: OF-3/4/CIV
POST NO: DRS 004	JOB TITLE: FINANCIAL CONTROLLER	
BRANCH: SECRETARIAT	SECTION:	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Staff Officer with extensive knowledge in economics and with previous experience in National or NATO financial position.</p> <p>He/ She should have all-round qualities which make him/her a good leader, capable of taking serious decisions and carrying substantial responsibility and providing strong economic expertise.</p> <p>He/ She should possess the leadership and diplomacy skills necessary to work in multinational environment.</p>
EDUCATION/TRAINING	Master's degree in Economics
SECURITY CLEARANCE	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
LANGUAGE PROFICIENCY	<p>ENGLISH STANAG 6001- 3-3-3-3 or civilian equivalent</p> <p>If there is no candidate with the required level of STANAG-6001 (3-3-3-3) in English, by exception, could be nominated other candidate, but no less than 1 level down</p>
COMPUTER SKILLS AND COMPETENCES	<p>Compulsory: Common Operating System and Common Office Package</p> <p>Knowledge of specific operating systems and software products is an advantage.</p>

2. DESIRABLE

<p>PROFESSIONAL EXPERIENCE</p>	<p>Previous experience in the CMDR domain is an advantage.</p> <p>Previous experience on international military or NATO position.</p> <p>Previous experience in multinational operations/activities.</p> <p>A working knowledge of presentation, spreadsheet and data base applications would be an advantage.</p>
<p>EDUCATION/TRAINING</p>	<p>N/A</p>
<p>LANGUAGE</p>	<p>N/A</p>

PART III: PEACETIME DUTIES

<p>FUNCTIONAL STATEMENT</p>	<p>The Financial Controller works under the control of the Director and supervises the Budget and Finance section personnel.</p>
<p>REPORTS TO</p>	<p>CMDR COE Director</p>
<p>PRINCIPAL DUTIES</p>	<p>Is responsible for:</p> <p>The establishment of detailed rules and procedures to gain effective financial administration.</p> <p>The establishment of comprehensive accounting systems maintained for all international funds and property.</p> <p>Presentation of the Annual Budget Estimates for the next fiscal year.</p> <p>Preparation and presentation of a Medium Term Financial Plan (MTFP).</p> <p>Preparation of Financial Statements per each calendar quarter.</p> <p>Preparation of the Annual Financial Statement.</p> <p>The establishment of overall management of the bank account.</p> <p>Performing of control functions and preparation of written reports on periodic inspections of all accounts, performed by him/her.</p> <p>Maintaining of complete records of financial</p>

	transactions for budgetary control and audit purposes. Proposes to the Director conducting of an external audit.
ADDITIONAL DUTIES	Performs other duties as directed.