

JOB DESCRIPTION

PART I: POST DEFINITION

DATE :	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: N/A	RANK/GRADE: CIV
POST NO: BFS 001	JOB TITLE: Section Head	
BRANCH: SECRETARIAT	SECTION: Budget and Finances Section	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Employee with extensive knowledge in economics and at least 5 years of experience on National or NATO financial position.</p> <p>He/ She should have knowledge of commonly used budgetary methods, practices, procedures, regulations and policies and carrying substantial responsibility and providing strong economic expertise.</p> <p>He/ She should possess the diplomacy skills necessary to work in multinational environment.</p>
EDUCATION/TRAINING	Master's degree in Economics, Finance or Accounting
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 6001-2-2-2-2 or civilian equivalent</p> <p>If there is no candidate with the required level of STANAG-6001 (2-2-2-2) 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 Systems and Common Office Packages</p> <p>Knowledge of ALGOS accounting system or other accounting software products is an advantage.</p>

2. DESIRABLE

PROFESSIONAL EXPERIENCE	Previous experience in the CMDR domain is an advantage. A working knowledge of presentation, spreadsheet and data base applications would be an advantage.
EDUCATION/TRAINING	N/A
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Head of BUDFIN works under the supervision of the Director and under the control of the Financial Controller and supervises the Budget and Finance section personnel.
REPORTS TO	CMDR COE Director and Financial Controller
PRINCIPAL DUTIES	Is responsible for: Applying of the established financial rules and procedures. Maintaining of comprehensive accounts for all international funds. Ensures that all vouchers are complete, arithmetically correct and properly authenticated prior payment. Makes payments authorized by the Director or by the FINCON. Producing of financial statements on demand. Producing of monthly/yearly summary accounting reports. Safeguarding all funds and negotiable documents received. Maintaining of complete records of financial transactions for budgetary control and audit purposes.
ADDITIONAL DUTIES	Performs other duties as directed.