

## **JOB DESCRIPTION**

### **PART I: POST DEFINITION**

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

### **PART II: QUALIFICATIONS**

#### **1. ESSENTIAL**

<b>PROFESSIONAL EXPERIENCE</b>	<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>
<b>EDUCATION/TRAINING</b>	Master's degree in Economics, Finance or Accounting
<b>SECURITY CLEARANCE</b>	<p>NATO SECRET</p> <p>National authorities are asked to ensure that security clearance is provided prior to the arrival of the individual.</p>
<b>LANGUAGE PROFICIENCY</b>	<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>
<b>COMPUTER SKILLS AND COMPETENCES</b>	<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

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

## PART III: PEACETIME DUTIES

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