

JOB DESCRIPTION

PART I: POST DEFINITION

DATE :	UNIT: CMDR COE	LOCATION: SOFIA
NATIONALITY: BGR	SERVICE: N/A	RANK/GRADE: CIV
POST NO: BFS 002	JOB TITLE: Senior Accountant	
BRANCH: SECRETARIAT	SECTION: Budget and Finances Section	

PART II: QUALIFICATIONS

1. ESSENTIAL

PROFESSIONAL EXPERIENCE	<p>Employee with extensive knowledge in economics and at least 2 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 6001-1-1-1-1 or civilian equivalent.</p> <p>If there is no candidate with the required level of STANAG-6001 (1-1-1-1) in English, by exception, could be nominated other candidate, based on ALCPT test.</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	<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>
EDUCATION/TRAINING	N/A
LANGUAGE	N/A

PART III: PEACETIME DUTIES

FUNCTIONAL STATEMENT	The Senior Accountant works under the supervision of the Head of BUDFIN and under the control of the Fiancial Controller.
REPORTS TO	Head of BUDFIN and Fiancial Controller
PRINCIPAL DUTIES	<p>Is responsible for:</p> <p>Applying of the established financial rules and procedures.</p> <p>Maintaining, integrating and updating all databases for all property.</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>Running end of year closing procedures.</p> <p>Participate in the process of inventory inspections.</p> <p>Safeguarding the cash and to account for the cash available, in hand or on deposit.</p> <p>Maintaining all receipts and payments in chronological order and reporting to the FINCON on a regular basis.</p> <p>Producing of monthly/yearly summary property reports.</p> <p>Safeguarding all funds and negotiable documents received.</p> <p>Maintaining of complete records for budgetary control and audit purposes.</p>
ADDITIONAL DUTIES	Performs other duties as directed.

