

Position: Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 010	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Finance and Budget Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- Under the supervision of the Head of Division of Administration, to be responsible for the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and to develop, regularly review and implement essential policies for accounting, financial and budgeting processes;
- To manage and supervise the work of all staff of the Finance and Budget Unit;
- To advise and support with the planning and development of the budget, finance function and budgetary policies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with relevant existing EU rules, legal instruments, planning documents, strategic objectives and relevant instructions;
- To be responsible for the provision of all financial advice to the Registrar and the Head of Division of Administration, and to assist in the formulation of financial strategies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide the operational support to all Units within the Kosovo Specialist Chambers and Specialist Prosecutor's Office on budgetary and financial matters;
- To manage the budget, accounts, payments, treasury, payroll, finance system, claims and other financial functions;
- To be responsible for approving financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risks by taking action and evaluating the banking and national financial infrastructure, the physical and electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU supervising authorities and all the other relevant actors;
- To identify needs of goods and/or services specifically required for the area of responsibility, and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To coordinate external and internal audits;
- To act as main Accounting Officer for the institution;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Accounting or other related university studies;
- At least four (4) years of the professional experience should be in management of finance and budgetary management matters of a large organisation, preferably an international organisation, an EU institution, CSDP Mission or hybrid criminal court;
- In-depth knowledge of EU financial rules and regulations, including the PRAG;
- Substantial knowledge of financial planning and of accounting software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated ability to find creative and pragmatic solutions to complex financial challenges in a demanding, deadline driven environment;
- Ability to establish and maintain effective constructive and collegial working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.