

Position: Budget Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 100	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 Budget Assistant reports to the Head of Finance and Budget Unit through the Budget Officer.

Main Tasks and Responsibilities:

- To assist and advise the Budget Officer with managing the day to day budgetary financial responsibilities of the unit in coordination with the Head of Finance and Budget Unit;
- To assist with the financial control of approved budgets and supplementary budgets;
- To assist in monitoring expenditures and their correct classification to budget lines;
- To assist in coordinating reallocation of expenditures into other budget lines, if necessary;
- To assist in preparing internal and external financial reports;
- To assist in preparing reports on budget trends and forecasts;
- To assist in maintaining the register of cost centre managers and their portfolio of assigned budget lines;
- To assist in analysing budget data and to finalise cost estimates in coordination with cost centre managers;
- To assist with the set up and compliance of the budget calendar;
- To assist in coordinating and preparing future budgets proposals in coordination with the Budget Officer and the Head of Finance and Budget Unit;
- To assist in liaising and cooperating on budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To assist with a variety of assignments requiring extensive research and data analysis;
- To assist in developing and implementing essential policies, tools and internal controls for reporting and budgeting processes;
- To assist the Budget Officer with supporting the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers, namely in planning, development and management of the budget, in line with the relevant existing internal and EU rules, legal instruments, planning documents and instructions;
- To assist the Budget Officer with advising and supporting in identifying needs of goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- To produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, including scanning and archiving;
- To provide support to the staff members of the Finance and Budget Unit, including on accounting, payments, travel entitlements and treasury matters, when necessary;
- To undertake any other tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands requirements.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court, preferably in a start-up phase;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.