

<b>Position:</b> Finance and Budget Officer (ITSU)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 192	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance and Budget Officer (ITSU) reports to the Head of Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To support the Head of Information Technology Services Unit (ITSU) in the financial and administrative management of the Unit activities in line with the relevant internal and EU rules, legal instruments, planning documents and instructions;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments, contracts and order forms, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts, carry out reconciliation (bank, fixed assets, etc.);
- Act as ITSU focal point and prepare for its internal and external audits;
- To liaise and cooperate on financial, budgetary and procurement issues with the relevant internal and external actors, including drafting routine correspondence;
- To prepare, gather, maintain, keep up-to-date and ensure the integrity, accuracy and timely submission of files, contracts, orders, , budgetary and financial reports, and other documents, as necessary;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including budgetary, accounting, payments procurement;
- To develop and implement essential procedures, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services required, technically defining the appropriate requirements to cover these needs and participating, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree  
AND
- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;

- Excellent computer skills in MS Office applications;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive 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

- Relevant work experience in IT environment;
- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Knowledge of EU rules and regulations related to financial and procurement matters;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.