

<b>Position:</b> Finance and Budget Clerk	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Secretary Level S-4
<b>Ref. number:</b> ST180	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**NOTE: This is a short-term position with a maximum possible appointment duration of one (1) year minus (one) day, to meet the short-term needs, with NO possibility of extension of the appointment duration.**

#### **Reporting Line:**

The Finance and Budget Clerk reports to the Finance and Budget Officer.

#### **Main Tasks and Responsibilities:**

- To support the Finance and Budget Unit (FBU) in its daily activities in line with the existing internal and EU rules, legal instruments, planning documents and instructions;
- To assist the FBU with maintaining and keeping up-to-date financial and budgetary files and documents, including scanning, archiving and ensuring their safe-keeping;
- To assist the FBU with liaising and cooperating on financial and budgetary issues with the relevant internal actors, including drafting routine correspondence;
- To undertake any other related tasks as requested by the Line Managers.

#### **Essential Qualifications and Experience:**

- A level of secondary education attested by a certificate
- AND
- A minimum of one (1) year of relevant professional experience, after having fulfilled the education requirements.

#### **Specification of Education and Experience**

- Good computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Good interpersonal and communication skills in English, both written and oral;
- Good analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to maintain effective, 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**

- Immediate or short-term availability;
- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- 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.