

Position: Deputy Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 141	Location: The Hague, the Netherlands	Availability:
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 Deputy Head of Finance and Budget Unit reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of Unit, as required;
- To develop and implement essential policies, tools and internal controls for reporting, accounting, financial and budgeting processes;
- To implement and migrate to the new ERP system and to manage related changes relevant for finance related modules;
- To liaise and cooperate on financial issues with the relevant internal and external actors;
- To assist the Head of Unit with a variety of special assignments requiring extensive research and data analysis;
- To advise and support in managing and overseeing the work of the staff in the Unit;
- To advise and support in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the budget and the accounts, payments, treasury, payroll, finance system, claims and other financial functions, in line with the relevant existing EU rules, legal instruments, planning documents and instructions;
- To advise and support in providing financial advice, in the formulation of financial strategies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office, in achieving performance targets set for/by the Unit and in limiting the financial risks;
- To advise and support in approving financial obligations, payments, disbursements and recovery of funds;
- To advise and support in identifying needs of goods and/or services specifically required for the area of responsibility, 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 advise and support in ensuring the integrity, accuracy and timely submission of internal and external financial reporting;
- To advise and support in coordinating external and internal audits;
- 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 ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum three (3) 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, Management, Accounting or other related university studies;
- A minimum of three (3) years of management experience in finance and/or budgetary related matters of an international organization, preferably in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- In-depth knowledge of EU financial rules and regulations, including PRAG;
- Knowledge of financial planning and/or accounting software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to find creative and pragmatic solutions to complex financial challenges in a demanding, deadline driven environment;
- Ability to establish and maintain effective 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

- Experience in financial aspects of a start-up phase of an international or hybrid court or another large international organization or Mission;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.