

IAMD COE JOB DESCRIPTION

PART I - JOB SPECIFICATIONS

<u>POST NUMBER:</u>	IAMD-DIR10	<u>DATE:</u>	SEP 2023
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	DISBURSING OFFICER	<u>JOB CODE:</u>	DIR10
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH. RANK:</u>	OR-7-9

PART II – DUTIES

A. Post Context: This is a Staff Officer post in the IAMD COE. The incumbent is responsible for preparing/making the payments on behalf of the IAMD COE. The working language is English.

B. Reports to: The incumbent reports to the FINCON.

C. Principal Duties:

1. Acting as the Disbursing Officer for the IAMD COE.
2. Registering (initial entry) of all bank transfers / transactions on the internet banking platform of the cooperating bank(s) to be approved by FINCON.
3. Signing (first signature) on each check/payment voucher issued regarding payments to third parties and cash withdrawals.
4. Maintaining complete and accurate records for any transactions, providing to the FINCON all supporting documentation for the respective accounting records (journal entries).
5. Preparing the Standard Operating Procedures (SOP) pertaining to holding, safekeeping and transporting of cash, following FINCON's guidance.
6. Managing the cash entrusted to him/her and handling/monitoring its dispensing/returning to/from petty cash holders, according to the IAMD COE Financial Administrative Procedures (FAPs).
7. Signing payment confirmations for any activity fees collected as well as any other revenues for which proof of the respective transaction is needed for the payer.
8. Performing any other specific duties in accordance with IAMD COE Financial Administrative Procedures (FAPs).

D. Additional Duties:

The incumbent of the post may be required to perform other specific/related duties as directed by the FINCON or/and the Director.

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PART III - QUALIFICATIONS

A. Essential Qualifications:

1. **Professional/Experience:**

Relevant experience in national disbursing procedures.

2. **Education/Training:**

Nil.

3. **Security Clearance:**

NATO SECRET. National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

4. **Language (Listening, Speaking, Reading, Writing):**

English: SLP 3232.

5. **Standard Automated Information System (AIS) Knowledge:**

a. Working knowledge of the current office suite (document, spreadsheet, presentation, database).

b. Working knowledge of the current mail tool.

c. Working knowledge of the web browsing tools.

B. Desirable Qualifications:

1. **Professional/Experience:**

a. Business acumen, judgment, character and integrity.

b. Previous experience in NATO fiscal/disbursing section posts.

2. **Education /Training:**

Nil.

3. **Additional Language:**

Not Required.

C. Civilian Post:

Not Applicable.

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D. Remarks:

A minimum handover period of two (2) weeks is required on the rotation of appointees.