



Selection process number: 036-GG-13-26

Position number: 3132-GG-038-F

Finance Clerk

Branch/Unit	CFSU(E) Det Niederheid
Location	Niederheid, Germany
Internal Job Title	Multi-Function Clerk
External Job Title	Finance Clerk
Deadline to register on RCPO Inventory	16th September 2026 @ 23:59h CET (Berlin time)
Work week hours	37.5 (full-time)
Classification	C4a
Starting Salary (step 1, gross)	€2868.23 EUR per month Full salary details, including all incremental steps, is available on request.
Positions to be filled	1 A candidate pool of partially or fully qualified candidates may be created following the interviews.

Position Summary

This position is for a Multi-Function Clerk (Finance Clerk) to join the CFSU(E) finance team at Selfkant Kaserne in Niederheid. A typical week could include the following tasks:

- Checking claims and invoices for accuracy and eligibility
- Converting currencies on claims and invoices
- Paying invoices on DRMIS and Claims X systems.
- Taking ownership of a claim from receipt to out-payment.
- Answering CAF members questions about claims and allowances.
- Taking telephone calls or face-to-face enquiries.
- Claims could range from utility bills to travel costs and anything in-between.

If you have a love of number crunching, this might be the perfect role for you!

Essential Qualifications*

Essential Education (*must be clearly evidenced on your CV and/or letter):

- Completion of secondary education or an equivalent combination of education, training and/or experience is essential. An equivalent combination of education, training and/or experience is defined as two years' secondary education and experience, usually gained over two years, working in an office environment

Essential Language (*must be clearly evidenced on your CV and/or letter):

- Fluent English is essential.

Essential Experience (*must be clearly evidenced on your CV and/or letter):

- Experience providing administrative support services in an office environment is essential.

Essential Skills & Abilities (to be assessed at a later date via written assessment & pre-recorded video interview):

- Attention to detail
- Client service orientation
- Teamwork Discretion
- Interpersonal Skills
- Flexibility
- Ability to plan and organize
- Ability to work independently
- Ability to communicate effectively orally
- Ability to communicate effectively in writing

Asset Qualifications

Desirable, but not essential. Could be applied / assessed at a later date (may be needed for the job)

Asset Experience

- Experience providing client service is an asset.
- Experience using an electronic records management system (e.g. SharePoint) is an asset.
- Experience using Microsoft Suite (e.g. Outlook, Excel, PowerPoint, Word, Publisher, and Access) is an asset.
- Experience working with, and reconciling travel claims is an asset.
- Experience working with general claims requests is an asset.
- Experience in using financial and/or accounting systems such as SAP, STAR, DRGIS or other is an asset.
- Experience in interpreting and applying policies, procedures, directives or legislations for relevant manager, program or client is an asset.

Conditions of Employment

- Reliability status

Operational & Organisational Requirements

- Depending on work requirements, hours of work may vary from time to time
- Willingness and ability to complete mandatory education/training relevant to the position, and maintain the relevant certification throughout the duration of employment.
- For operational or unforeseen reasons, employees must be willing and able to work from home if requested to do so by their supervisor

Additional Information

- This position is open to Dependents (LEE) who are registered on the Regional Civilian Personnel Office (RCPO) Inventory and who meet all of the NATO SOFA requirements to be eligible for employment as part of the Canadian 'civilian component'. This position is not open to Local Nationals.
- This position requires presence at the workplace and is only open to Dependents who are living a commutable distance from the office (e.g. the Brunssum, Geilenkirchen, Niederheid area).
- Your application must include a valid email address and you must ensure that this address is functional and monitored at all times and accepts messages from unknown users (some email systems block these types of email). It is the candidates' responsibility to inform us of a change of contact information during the course of this selection process. Failure to respond in a prescribed timeframe may result in elimination from this process.
- You may be assessed using one or more of the following tools: written assessments, interviews (pre-recorded video, Microsoft Teams or in-person) , reference checking, and other assessment tools.
- Your overall conduct and communications, including email correspondence and telephone calls, throughout the entire process may be used in the assessment of qualifications.
- Achieving the pass mark on any of the assessments used does not mean you will move forward in the selection process. Management may decide to use a score that is higher than the pass mark on any of the evaluations used throughout the selection process.
- Appointments are based on merit, which is achieved when the person appointed meets the essential qualifications for the work to be performed, and consideration has been given to:
- Any additional or desirable qualifications that are an asset to perform the work or for the organization, currently or in the future;
- Any current or future operational requirements; and/or
- Any current or future organisational needs.
- Costs associated with assessment, obtaining documentation to achieve reliability status or relocation will not be paid for or reimbursed by the employer (i.e. travel or any other associated costs/fees)
- Lateral transfers are possible within the organization, and these individuals will be given preference in the staffing process.
- Only applications submitted in English or French will be considered.

WHO IS INTERESTED?

You are kindly asked to ensure that you are fully registered on the RCPO Inventory (talent pool) BEFORE the deadline date of 16th September 2026 @ 23:59h. If you do not have an active RCPO Inventory registration, you can complete it here: [RCPO Inventory](#)

After this deadline date, our team will review all fully completed RCPO Inventory (talent pool) registrations. Candidates who meet the following criteria will be invited to apply for the position:

1. Essential Education as per the Statement of Merit Criteria
2. Essential Language as per the Statement of Merit Criteria
3. Essential Experience as per the Statement of Merit Criteria
4. Located a commutable distance from the workplace (Brunssum, Geilenkirchen, Niederheid area)

If you have any questions, please contact: CFSUERCPO-StaffingServices@forces.gc.ca before the aforementioned deadline date.

Experiencing technical difficulties?

If you are experiencing some sort of problem we recommend you try a different browser. If you have any other questions, click on the send us a message button at the bottom of the page where you can ask for help.