



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 260468

Vacancy Number: G02/26

Post Number: OSC ZSSH 0050

Job Title: Assistant (Finance)

NATO Grade: G10

Basic Monthly Salary (12 x per year): 4 738.84 €, tax free

Closing Date: Tuesday, 7 April at 23:59h (Brussels, Belgium time)

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling its terms of reference, as directed by the North Atlantic Council.

The Management Directorate (MGT) primary focus is to provide all the necessary staffing and real-life support functions to enable SHAPE to deliver its critical outputs as a Strategic Military HQ. The Directorate acts as the HQ's conduit to member nations (through NMRs) and to host nation authorities.

The Base Support Group (BSG) ensures an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within the SHAPE campus.

The Resource Management Section (RM) is responsible for preparing budget estimates, developing financial plans and controls, and controlling execution of assigned budgets and programmes.

SHAPE is the strategic level command responsible for the preparation, planning, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance.

The Management Directorate (MGT), on behalf of the Chief of Staff (COS), directs the daily HQ staffing, workflow and protocol activities, and provides essential support services and facilities management across the SHAPE campus. The Management Directorate also acts as the primary conduit for liaison with National Military Representatives (NMRs), and for securing host nation support through representation at the Comité Interministériel pour la Politique de siège (CIPS).

Base Support Group (BSG) is responsible to SACEUR through the SHAPE Chief of Staff and Deputy COS Management for ensuring an adequate infrastructure exists to support the operational requirements of all NATO and NATO related entities located within SHAPE, while also satisfying duty of care standards.

The Resource Management Branch (REM) is responsible to the COM BSG for providing overall management support and co-ordination for the provision of services related to courier, linguistic, reprographics, resources management and military library in SHAPE.

The Resource Management Section (REM) is responsible to the REM Branch Head for preparing budget estimates, developing financial plans and controls, and controlling execution of assigned budgets and programmes in accordance with NATO financial regulations and policy.

PRINCIPAL DUTIES

The incumbent's duties are:

- Manages the preparation of budgets (Initial forecasts - Midyear review - End of Year procedures) and Medium-Term Financial Plan.
- Ensures that the reimbursable policy for allocation of vehicles, fuel, maintenance and repair costs of vehicles is applied in accordance with the Directives and BUDFIN procedures.
- Responsible for the maintenance of all records relating to the ordering of stores for open-end contracts and where necessary, purchase orders.
- Maintain up to date records of demands from Supply Section and ensures that, when bills are received, transactions comply with requests against international funds.
- Processes orders for new and replacement equipment.
- Place releases against Blanket Purchase Agreements.
- Preparation of purchase requisitions through FINS within budget allocations.
- Assist the CAC (Contract Authority Committee) for opening of bids and for awarding contracts.
- Liaises with P&C for any contractual difficulties or invoices settlement.
- Liaison with BUDFIN, Fiscal and Budget Cells for Budget transfers, increase or decrease of funds.
- Performs day-to-day activities in the provision of responsive fiscal and accounting services to the HQ, accounting for funding provided through the BSG Annual budget to ensure accountability over international funds allocated to BSG.
- Performing input and reconciliation of accounting transactions (i.e. payments, collection vouchers, payroll etc.) using financial modules of the NATO Automated Financial System (FINS).
- Responding to customer inquiries related to funding and accounts.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or Travel Duty, both within and without NATO boundaries up to 180 days. The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

1. Previous demonstrated experience preparing budgets, tracking expenditures, and ensuring adherence to governance, legal, and regulatory requirements in a complex multinational environment;
2. Ability to perform routine financial tasks accurately, apply established procedures, and use financial management systems to support day-to-day operations;
3. Strong organisational skills, with the ability to manage structured workflows, resolve routine issues independently, and escalate complex and non-standard matters appropriately;
4. Ability to work effectively with diverse stakeholders and communicate clearly in a multicultural setting.

B. Education/Training

Higher Secondary education and intermediate vocational training in finance, accounting, business administration, economics, public administration or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

C. Language

English - SLP 3322 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS**A. Professional Experience**

1. Experience with automated accounting systems and office automation software packages;
2. Experience and/or knowledge in NATO, its directives and procedures;

B. Education

Bachelor's degree in Finance, Accounting, Logistics or similar.

C. Language

Working knowledge of French (SLP 2211) is desirable due to the bilingual working environment at NATO SHAPE.

ATTRIBUTES/COMPETENCIES

Personal Attributes: The incumbent must work on his/her own initiative and be able to manage problems as and when they occur.

He/she must be able to work under considerable pressure providing real-time solutions based on knowledge and experience.

The ability to be decisive, adaptable and to priorities is essential in accomplishing the various duties of the post.

He/she must be able to work under considerable pressure providing real-time solutions based on knowledge and experience

Professional Contacts: Professional contacts include all SHAPE and national staff activities and other sections in PWL Engineering and Logistics and their administrators or supervisors; especially the Procurement and Contracts Section.

Daily contact with commercial supply contractors or other business firms in the conduct of business or through exhibitions and other external information activities

Contribution To Objectives: The incumbent is responsible for ensuring the integrity of financial data entered into the accounting system and extracted for use in reporting and decision making.

The incumbent contributes to mission objectives by proactively identifying problems and provides direct support to operational missions through accurate processing of day-to-day transactions.

REMARKS:

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

Building integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency, and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- a) Only nationals from the 32 NATO member states can apply for vacancies at SHAPE.
- b) Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed, or, re-submit the application.
- c) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than vacancy's closing date.
- d) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate