



HEADQUARTERS ALLIED AIR COMMAND



D-66877 Ramstein-Miesenbach. Germany

Primary Location: Ramstein, Germany

NATO Body: HQ AIRCOM

Schedule: Full-time

Salary (Pay Basis): € 8925.26 Euro Monthly

Grade: NATO Grade G17

Clearance Level: NATO SECRET

Contact Email – External: hqaircom.recruitment@nato.int

Description

The vacancy:

Job Title:	Branch Head (Finance and Accounting)
Post Number:	OAC BXFX 0010
NATO Civilian Grade:	NATO Grade 17
Duty Location:	Ramstein, Germany
Post filling date:	1 July 2026
Closing date for applications:	26 December 2025

Organisation Summary and Post Context:

The Allied Air Command (AIRCOM) is the Single Service Command (SSC) responsible for delivering Air and Space Power for Alliance Air operations and missions. AIRCOM provides the core of the NATO Command Structure (NCS) Joint Force Air Component (JFAC), capable to establish suitable Command & Control (C2), to operate as a Joint Task Force (JTF) if so directed by SACEUR and is the Air C2 competency organisation for the Alliance.

The A8 Directorate is responsible for ensuring proper finance and acquisition management including policy development, implementation and oversight of all budgetary, accounting and contracting activities throughout AIRCOM to support static/deployed, standing 24/7/365 and Air and Cyber Space activities in compliance with NATO Financial Rules and Regulations.

The Finance and Accounting Branch is responsible for Command-wide financial control, accounting support, budget execution, financial advice, AIRCOM cash management and disbursing services.

The Finance and Accounting Branch Head is responsible for directing and managing daily operations related to finance and accounting services needed by Air Command, with regard to Common Funded and reimbursable budgets and agreed Service Level Agreement (SLA) requirements. Develops and promulgates financial and accounting instructions within the guidelines set forth in the NATO Financial Regulations (NFRs)/ NATO Financial Rules and Procedures (FRPs), NATO Policies, ACO Directives and International Public Sector Accounting Standards (IPSAS). Provides first level user support for centralized NATO automated finance system (FinS).

Branch Head (Finance & Accounting) reports to OAC BXXX 0010 - Director of Finance (A8) - A4/G20

Main responsibilities:

- The Branch Head is responsible for the effective oversight and control of the accounting and financial reporting consistent with the NATO Accounting Framework (NAF) and IPSAS, the NFRs/FRPs and all other applicable rules and regulations.
- S/he is the adviser to the HQ Financial Controller on Finance and Accounting matters.
- Responsible for ensuring that requested commitments are within the appropriation and contract authorities.
- Coordinate at HQ level the financial end-of-year closure and prepare a complete set of Financial Statements on the accrual basis in accordance with NAF and IPSAS for the Financial Controller certification and further consolidation at ACO corporate level.
- Coordinate with the ACO Corporate Accounting Management section current knowledge on best practice regarding fixed assets and IPSAS accounting guidelines.
- Establish and maintain comprehensive accounting records of all assets and liabilities for Air Command.
- Responsible for the performance of periodic control of assets managed by the Property Accountable Officers (PAO), and production of ad-hoc reports related to property assets register and other financial reports in accordance with the requirements set in the NFRs/FRPs, NAF and other applicable ACO Directives.
- Member of the Property Survey Board (PSB), reviewing the justifications and supporting documentation of the proposed PP&E writes-off.
- Responsible for ensuring effective and efficient travel management services for personnel travelling on official duties.
- Contribute to the revision of the ACO financial business processes improving the use of automated system within the organization and focusing on the potential benefits.
- Responsible for the proper management of all the reimbursable activities.
- Responsible for the control and validation of the AIRCOM monthly payroll and proper recording of the related expenditures.
- Acts as Internal Control Focal Point (ICFP) related to finance and accounting matters, monitors and documents corrective actions for material weaknesses and significant shortfalls to Internal Control.
- Contribute to the planning and performance of internal reviews of procedures to ensure that controls are adequately designed and operating effectively.
- Liaises with internal and external auditors for reports of financial and performance audit of AIRCOM wide programmes, including coordination of the follow-up on audit recommendations.
- Manages and supervises the work programme of the branch and its staff by maintaining and updating detailed processes and procedures; prioritizing, assigning and guiding individual responsibilities; developing needed expertise and knowledge; evaluating performance; and identifying opportunities for improvement.

Essential Qualifications

- University Degree in finance, accounting, business administration, economics, public administration or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related and 2 years function related experience.
- Formal training in accounting or financial management is essential. Officers should have directed or assisted in directing the accounting or fiscal work in a prior assignment.

- At least 5 years of experience in organization engaged in financial management functions, coupled with at least 2 years of experience in supervision and direction of staff.
- At least 2 years of experience in the preparation of a complete set of Financial Statements in a commercial/public organization.
- Practical experience in the use of automated accounting systems and office automation packages.
- English – Good – NATO Standard Language Proficiency (SLP) 3333 (Listening, Speaking, Reading, Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable Qualifications

- An advanced university degree (MS, MA, MBA MPA or equivalent) or postgraduate diploma in accounting, finance, management, business administration or related field.
- Experience as Chief Accountant, Finance and Accounting Officer in major international/multi-national organization.
- Familiarity and hands-on experience in operation of automated financial systems in use in NATO military headquarters. A thorough understanding of NATO financial regulations and procedures.
- Experience of more than 7 years in finance related field, with a minimum of 7 years in a management position.
- Ability to interpret laws, executive orders and directives and to formulate policies and implement rules and procedures on matters of finance.
- 4 years' experience and knowledge in interpreting and implementing IPSAS and/or IFRS.
- Experience in business process re-engineering or change management is an asset.
- Completion of LOG-LG-2707 NATO Host Nation Support Course and ETE-FI-2708 - Resource Management Education Programme (RMEP).
- English: SLP 4343 (Listening, Speaking, Reading, Writing).

Attributes and Competencies

Personal Attributes: The incumbent is the focal point for all finance and accounting issues AIRCOM wide. Must possess patience and sound judgement in the analysis of non-recurring and changing issues, have critical thinking and analytical skills, and the ability to develop and recommend solutions. Leadership qualities and the ability to foster teamwork, awareness of management concerns and be able to appreciate and exercise the appropriate controls to ensure that assigned goals are reached within the parameters established by applicable regulations and policy. Planning and organizational skills required to assess the workload, prioritise tasks and organize staff services to meet deadlines. High level of integrity, work standards and management control techniques should characterise the incumbent's performance with regard to ensuring the implementation/application of NATO rules.

Managerial Responsibilities: Provides an HQ AIRCOM-wide finance and accounting oversight - accounting and budget execution - and co-ordinates financial matters. Assesses the HQ AIRCOM-wide financial situation and recommends reallocations of budget allocations. Plans, coordinates and conducts internal and external meetings related to initiating and influencing finance and accounting policies and financial management. Responsible for ensuring delivery of first level help desk support for the authorised users and the HQ financial data loaded into the centralised automated financial system used HQ AIRCOM-wide. Controls the Finance and Accounting Branch's daily work priorities.

Professional Contacts: There is a wide range of internal and external contacts within NATO organisations and agencies, senior officers HQ AIRCOM-wide, HQ AIRCOM-wide staffs, national support units, government organisations, non-government and business organisations to explain NATO policies, International Public Sector Standards (IPSAS), discussions, eligibility of funding source during budget execution. Interactions will require sensitivity, persuasion and tact.

Contribution to the Objective: The incumbent contributes significantly to the effective financial management, participation in solving financial problems and the accurate accounting of international funds on behalf of NATO Nations and Military Commanders and is the final check-point in the compliance of NATO rules and regulations. Establishes, monitors and improves the supply, travel, acquisition and finance and accounting procedures along with the AIRCOM wide use of FinS.

Supervisory Responsibilities: Directs, supervises the work priorities and provides technical guidance on HQ AIRCOM-wide finance and accounting activities with BUDFIN OIC/staff at main and three geographically separated subordinate units, and on NATO financial procedures and policies in financial management and control. Directs, supervises the budget execution, first level support for automated financial system and accounting activities AIRCOM-wide.
May deputise for A8 Director (OAC BXXX 0010).

Current first line reporting responsibilities for the following staff: 1× B4/G10; 1× OF-3

Special Requirements

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 183 days and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy more than 30 days if required. The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

Contract

In accordance with current policy, the successful candidate will be offered a three year definite duration contract normally followed by an indefinite duration contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The successful selected candidate must complete a NATO medical examination and have NATO security clearance before an employment offer will be released. AIRCOM's medical consultant must confirm the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

How to Apply

Applications are to be submitted using the NATO Talent Acquisition Platform (NTAP): <https://nato.taleo.net/careersection/2/jobdetail.ftl?job=251812&lang=en> Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

Please include essential information in the application form. Particular attention should be given to Education and Experience section of your application form, which should be populated with details of your career to date and educational achievements and certifications as they relate to your application. Attachments are supporting documents and should not be referred to in the application form.

Your answers to the pre-screening questions must be comprehensive and stand alone, do not rely on attached documents for essential information. Expressions such as “please see attached CV”, or invitations to follow links to personal webpages are not acceptable and will be disregarded.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Assessments and interviews are tentatively planned for January-February 2026 in Ramstein, Germany.

Remarks:

1. 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.
2. All candidates will receive an answer indicating the outcome of their application.