

	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title	Principal Finance Assistant
Post Number	FCA02 & FCT03
Duty Location	Brunssum, The Netherlands
NATO Grade	G12
Nation	NU
Division/Office	Financial Controller's Office
Branch/Section	Accounting & Treasury
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	n.a.
Closing Date	Wednesday 1 July 2026
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details	<p>A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int. The application form can be downloaded at www.napma.nato.int.</p> <p>NAPMA can only employ nationals from the NATO Nations for this position.</p>

1. POST SUMMARY

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency and specifically in the Financial Controller's Office, the Principal Finance Assistant supports the Financial Controller's Office in accordance with the responsibilities laid down in the NAPMO Financial Regulations (NFR) and Financial Rules and Procedures (FRP). The Accounting Section is responsible for ensuring that the accounts are maintained in a timely, complete and correct way in accordance with the NFR and the International Public Sector Accounting Standards (IPSAS), ensuring that all financial obligations are in agreement with the approved budgets and are recorded and spent against the proper budget lines. The Treasury Section is responsible for the safeguarding of all nation and Programme funds; assessing, receiving, and accounting for contributions from member nations; ensuring payments (including payroll) are executed in a timely manner; and managing investments and bank relationships.

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Both Sections support the Financial Controller with reconciliations, end of programme accreditation, providing input on meetings and products, including the Financial Statements, Treasury Policy Group, Budget Books, and Financial Status Reports.

2. PRINCIPAL DUTIES

The Principal Finance Assistants are responsible for the following duties:

- Responsible for accurate and timely entries of financial data into the Enterprise Resource Planning (ERP) system.
- Ensure sufficient audit trail for all financial data entered into the ERP system.
- Perform accuracy checks on financial data entered into the ERP system.
- Perform regular reconciliations between accounting, budgeting, treasury, and other related documents to ensure their accuracy and completeness.
- Ensure compliance of financial data and supporting documentation with regulatory frameworks and internal directives.
- Analysis complex financial data from multiple source.
- Provide financial matrix support for NAPMA processes (e.g. currency management, third party projects, financial accreditation, banking relations, Foreign Military Sales).
- Liaising with IBAN Auditors for annual financial audits.

Duties specifically responsible to the Accounting Officer (FCA01) would include:

- Support the Accounting Officer in preparation and production of the Annual Financial Statements.
- Prepare data and documentation to support internal and external audit processes.

Duties specifically responsible to the Treasury Officer (FCT01) would include:

- Utilizing the electronic banking system for authorizing disbursements, tracking balances, and credit.
- Validating bank statements and reconciling account balances.
- Liaising with banks on time deposits and investment options.
- Assisting with Nations' Calls for contributions.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform other related duties as directed.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

Qualifications:

- Higher vocational training in a finance-related discipline with 3 years post-related experience.
- Or a secondary educational qualification with 5 years of post-related experience.

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Experience:

- Experience in a large organization, preferably in an international environment, in the area of finance.
- Thorough knowledge of complex automated accounting systems e.g. financial modules within an Enterprise Resource Planning (ERP) system or equivalent.
- Possess a good working knowledge of spreadsheets, database queries and word processing.

5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- University degree (Bachelor) in Finance, accounting or business related disciplines.
- Previous experience in NATO or national organizations performing similar duties.
- Knowledge and experience with NATO Financial Procedures.
- Working knowledge of the NATO Accounting Framework and, relevant experience in applying International Public Sector Accounting standards (IPSAS).
- Experience with SAP (Financial Accounting/Controlling) is considered a strong advantage.

6. ATTRIBUTES / INTERRELATIONSHIPS

All NAPMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

7. LANGUAGE REQUIREMENTS

Must be fluent in one of the two NATO official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

8. TELEWORKING

Teleworking opportunities may be considered, subject to the requirements of on-site activities.

9. REMARKS

This grade is expected to be experienced, competent, and a self-starter who can work with relaxed supervision but not necessarily someone who generates initiatives. At this level, some supervisory and junior management duties are expected although the level of technical responsibility might be sufficient by itself to warrant the grade.

The ability to study individual cases and carry out complex administrative or technical tasks with a minimum of supervision is expected. At this grade, there will normally be a requirement to formulate recommendations and suggestions within the functional area.

In order to fulfill the aforementioned duties the incumbent must be trained and own essential knowledge about the applicable Business Process Procedures to the Section of work assigned to.

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Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position.

NAPMA is looking to fill this position based on full-time employment.

The selected candidate will be offered a three year definite duration contract.

This combined Post Description (PD) will be used for recruiting purposes to hire into two vacant positions (FCA02 and FCT03) within the Financial Controller's Office. Applicants will be provided with each of the specific PDs during the recruitment process.

NAPMA reserves the right to cancel the recruitment process at any time in the process.

When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.

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