POST NO: OJS BXFS 0010

JOB TITLE: FINANCE AND ACCOUNTING SECTION HEAD (HEADQUARTERS SUPPORT)

NATO GRADE: G-15

DIRECTORATE: FINANCE

DIVISION: J8

DUTY LOCATION: HQ JFCNP Lago Patria

SECURITY CLEARANCE: NATO S E C R E T

1. Post Context/Post Summary

Headquarters Allied Joint Force Command Naples provides a resilient, static Joint headquarters to plan, prepare and conduct operations across all domains from Baseline Activities and Current Operations (BACO), including deterrence, through Crisis, up to the Maximum Level of Effort (MLE), in order to support NATO's three core tasks, at the Joint Operational level, as directed by SACEUR. Supported by the Single Service Commands, Allied Joint Force Command Naples integrates allocated forces, including NATO Force Structure entities, and synchronises activity to achieve operational objectives. It maintains comprehensive, regional focused, situational awareness, leads contingency planning and directs exercises. It also provides out-of-theatre support to enduring NATO operations and could contribute specific Joint competencies to other NATO Command Structure or NATO Force Structure entities. It is capable of commanding a Joint Task Force operating within or beyond SACEUR's Area of Responsibility, with theatre enablement provided by a dedicated Joint Logistic Support Group Headquarters. It has the capability to deploy tailored elements to enable reconnaissance, liaison, and coordination, and support the Joint Commander. Synchronizes and integrates Joint and Combined armed forces within the Joint Operational Area (JOA) in support of a Joint Task Force.

The Finance Directorate (J8) drafts, manages and executes the HQ and supported entities' allocated budgets as well as accounts, purchases and contracts goods and services. It provides financial advice to COM and executes HQ-wide internal financial control functions. It develops and maintains the situational awareness of financial and contractual aspects in the planning process.

The Finance and Accounting Branch (FAB) provides accounting services and financial management to the HQ and supported entities.

The Headquarters Support Section is responsible for managing and recording financial transactions relating to international, multi-national credits, NATO Security Investment Programme (NSIP) projects and reimbursable activities by reviewing, authorizing and recording all commitments of funds, invoices, travel claims, AR invoices (collection vouchers) and General Ledger journals in compliance with NATO Financial Regulations (NFRs), Financial Rules and Procedures (FRPs), ACO Financial Directives and any other applicable rules and regulations.

Within the J8 Finance and Accounting Branch the incumbent's main responsibility is to manage the HQ Support Section that processes and records all financial transactions relating to Accounts Payable, Accounts Receivable, Disbursing, Travel, Payroll, Fixed Assets and Inventory for the HQs.

2. Principal Duties

The incumbent's duties are:

- Responsible for overseeing and directing operations related to the Finance and Accounting HQ Support Section with particular regards to the managing and recording of financial transactions relating to Accounts Payable, Accounts Receivable, Travel, Payroll, Fixed Assets and Inventory

- Actively participates in the establishment of the HQ finance and accounting policy

- Coordinates and directs routine finance and accounting matters with other HQ divisions and offices, ACO Corporate Accounting and Control Branch, other NATO bodies and national entities.

- Ensures that requested commitments are within the appropriation and contract authorities.

- Authorize expenditures in execution of each commitment following the confirmation and certification by the requirement holders.

- Authorize payment of invoices received from supplies including pre-payments.

- Controls and validates the HQ monthly payrolls and proper recording of the related expenditures. Coordinates and monitors the reconciliation of all payroll related suspense accounts.

- Maintains and reconciles financial accounts including bank and cash accounts, suspense accounts and accruals.

- Coordinates and prepares consolidated commitment-reports for all funding sources, including supplemental and special operations budgets.

- Coordinates with the ACO Corporate Accounting and Control Branch and other NATO entities the iterative process for reconciliation of open items of Non-Consolidated Entities

- Prepares written responses to internal and external formal inquiries for the revision of the Branch Head.

- Responsible for the proper management of all the reimbursable activities including compliance with related regulations and safeguarding the international funding of the organization.

- Responsible for monitoring of the HQs' receivables and for timely preparation of reports and dunning letters.

- Oversees travel fiscal activities ensuring that travel invoices and travel claims are processed in a timely manner and in accordance with applicable NATO Financial Regulations.

- Alternate member of the Property Survey Board at HQ level for the assessment and formalization of the write-off of assets.

- Coordinates end-of-year procedures with the other J8 branches and with fund managers in accordance with the ACO End of Year Guidance as directed by the Branch Head.

- Assists the Branch Head in the preparation of the inputs to the ACO consolidated financial statements.

- Contribute to the collection of the necessary information for audit and control by internal and external audit teams. Assist in the interim and final audit performed by internal/external auditors.

- Process adjustment journals as required.

- Undertakes work as part of a project team or working group as directed or assigned.

Legal Authority - When delegated by the F&A Branch Head the incumbent is legally accountable for propriety of financial transactions and proper execution of financial obligations arising from contracts signed in the name of the HQ. Responsible for authorizing all payment on behalf of the HQ IAW applicable NATO Financial Regulations.

Budget Authority - When delegated by the F&A Branch Head the incumbent holds delegated authority to commit the organization to funding obligations, approving commitments up to Established Financial Limits (EFL).

Decision Authority - Functional area decision authority. Authority to task and intervene to adjust the day to day work priorities and workload of the staff within the J8 F&A HQ Support Section

Committee Participation:

• Bi-SC Working Groups and Committees - Member/Representative

• Specific Internal HQ Working Groups and Committees - Member/Representative

3. Special Requirements and Additional Duties

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 30 days.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. Essential Qualifications

a. Education/Training

University Degree in accounting, finance, management, business administration, public administration or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience

b. Experience/Qualifications

Experience with the use of ERP systems such as Oracle EBS or SAP.

Advanced knowledge of MS Excel.

c. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

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

5. Desirable Qualifications

a. Education

Advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration, or related field

b. Professional Experience

- Experience as accountant, finance and accounting officer in major international/multi-national organization.

- Experience in managing or mentoring accounting assistants or teams.

- 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.

- Ability to interpret laws, executive orders and directives and to formulate policies and implementing rules and procedures on financial matters.

- At least 2 years' experience and knowledge in IPSAS and/or IFRS

- Professional accounting certification (or progress towards) from a member body of IFAC6 (e.g. CPA7, CMA8, CGMA,9 ACCA10 Qualification, etc.) or National/government equivalent certification or credentials.

- Experience with the use of Robotic Process Automation, Machine Learning or Artificial Intelligence tools.

COURSES

- [FIN-FI-2708] Resource Management Education Programme (RMEP) Course (D)

- [ETE-IT-2834] NATO Staff Officer Orientation Course (D)

Language Skills

Italian 3322

English 4343

6. Attributes/Competencies

Accuracy and attention to detail.

Knowledge of basic accounting principles (e.g. double-entry bookkeeping).

Ability to use financial software and ERP systems (e.g. Oracle EBS).

Ability to work in a team and establish effective work relationships.

Communication and organisational skills. Application of sound and flexible judgment consistent with NATO Financial Regulations and ACO Directives.

High capability for analytical and strategic thought, the ability to determine relationships between functions and the impact that financial decisions will have on multiple operational and support activities.

Supervisory Responsibilities: - There is first line supervisory responsibilities for the following number of staff: 1 x OR-8; 1 x OR-7; 1x B-4;

The incumbent deputizes for the Branch Head (Finance & Accounting)

This post reports to:

OJS BXFX 0010 - Branch Head (Finance and Accounting) - A4/G20

7. Contract

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPRs).

The basic entry-level monthly salary for a NATO Grade **G15** in Italy is **Euro 5,879.80** 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.

8. HOW TO APPLY:

HQ JFC Naples uses NATO Talent Acquisition Platform.
In order to apply for this vacancy, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en, and search for vacancies within HQ JFC Naples.
Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of reference documents without proper citations (plagiarism), or any tools available on internet, including but not limited to generative artificial-intelligence (AI) 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 tools may be rejected without further consideration, and NATO reserves the right to take further steps in such cases as appropriate.

Employment pre-requisites:
Candidates are invited to submit their applications only if:
· They are nationals of a NATO member country
· They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION:
A NATO security clearance and approval of the candidate's medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates' national authorities. The selected candidate will be affiliated to the NATO Defined Contribution Pension Scheme (DCPS). For info please visit https://www.nato.int/cps/en/natolive/86790.htm