



International Military Staff  
Etat-Major Militaire International

Brussels - Belgium



## OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

### STAFF VACANCY 241827

**DIVISION:** International Military Staff  
Office of Director General IMS  
Head IMS-BG Financial Controller Office

**TITLE:** Finance and Accounting Officer

**GRADE:** A-3/G-17

**Please note that the competition for this post will take place in Brussels and is provisionally scheduled for the first quarter of 2025.**

#### 1. Post Context.

The Financial Controller's Office (FCO) is responsible for the financial management and control of the NATO International Military Staff (IMS), the NATO Defense College (NDC) and the Science and Technology Organization (STO). IMS budgets cover the core IMS, the NATO Standardization Office (NSO) and Outreach and Cooperation activities. The STO consists of the Office of the NATO Chief Scientist (OCS), the Collaboration Support Office (CSO) and the Centre for Maritime Research and Experimentation (CMRE). The CMRE is a customer funded entity. The remaining entities are all common funded by Military Budget. Collectively these entities are known as the IMS Budget Group (IMS BG). The FCO develops and implements policies and procedures on all topics related to financial management and control, including acquisition, ensuring advice and/or guidance to management and staff.

#### 2. Principal Duties:

The Finance and Accounting Officer is responsible for financial reporting and managing the daily finance, accounting and travel office operations, including the review, the authorization, the execution and the recording of all financial activities related to international and reimbursable approved budget appropriations, ensuring compliance with NATO Financial Regulations (NFRs), IMS policies, International Public Sector Accounting Standards (IPSAS) and the NATO Accounting Framework.

Under the general guidance of the Head IMS-BG FCO, he/she is responsible for:

- a. In accordance with the NFRs, performing the control functions to ensure compliance with the NFRs and IMS policies and procedures related to:
  - i. commitments, such as ensuring that requested commitments are within the appropriations and contract authorities available, that they are supported by complete and accurate justification
  - ii. expenditures, such as authorising expenditures in execution of each commitment following the confirmation by the requirement holder that the goods and services were delivered by the supplier
  - iii. payments, such as authorising payments of invoices received from suppliers, including pre-payments on certification, ensuring that the payments are within the limit of the commitment, that they are arithmetically accurate and that they conform with the purpose of the commitment
- b. Overseeing and controlling the accounting and financial reporting as prescribed by NFRs
- c. Preparing the IMS annual financial statements and the annual financial statement information for the OCS for the STO consolidated financial statements in accordance with NFRs and IPSAS requirements
- d. Assisting the Head IMS-BG FCO in the overall coordination of the preparation and publication of the separate IMS, NDC and STO annual financial statements, to ensure consistency in reporting across the BG
- e. Leading the internal coordination and participate in the annual audit performed by the International Board of Auditors for NATO (IBAN), acting as the main point of contact for all IBAN audit requests and studies
- f. Coordinating and managing the schedule for the month-end and year-end procedures with the FC team and the financial system administrator
- g. Overseeing and reviewing the monthly closure of the accounts, ensuring full reconciliation of subledgers with the general ledger and inform the Head, IMS-BG FCO of any issues identified in a timely manner
- h. Ensuring complete and accurate property asset accounting records are kept
- i. Conducting financial analyses and preparing cost estimates to support IMS management decision-making and programme management, and supporting the financial aspects of external and internal agreements
- j. Preparing other financial reports as requested by management or as tasked by the nations
- k. Advising on all aspects of financial operations
- l. Providing sound accounting advice regarding all aspects of the IMS Budget Group and drafting relevant accounting policies for review by the Deputy Financial Controller
- m. Contributing to requests for drafting and revising of all elements of the NATO Accounting Framework, the NATO Financial Regulations and Financial Rules and Procedures as well as IMS financial standard operating procedures and attend relevant meetings
- n. Liaising with all stakeholders involved with accounting and travel transactions such as other divisions, human resources, sustainment and logistics

- o. Supervising the travel team and their work, making decisions and resolving issues as they arise, and coordinating the activities related to the administration of the relationship with the outsourced travel agent
- p. Supervising the accounting team, making decisions and resolving issues as they arise
- q. Acting as backup Internal Control and Fraud Officer
- r. Performing special studies as assigned in the framework of Internal Review as directed by the Head IMS-BG FCO. These may include examination and analysis of any activities or functions within the IMS BG organization, which have direct financial or budget impacts
- s. Providing guidance to fund managers and other users for all financial and accounting matters. Advising fund managers and budget holders on the status of accounting records ensuring credits committed and paid accurately reflect the legal status of their accounts and are consistent with NFR and IMS policies
- t. Performing periodic asset verifications for the IMS Budget Group.

### **3. Special Requirements and Additional Duties.**

- a. Representing the Head IMS-BG FCO when required on all IMS BG matters.
- b. Performing any other related duties, within or outside of the FC office, as directed.
- c. Travelling on duty assignments both within and outside of NATO's boundaries and work irregular hours whenever necessary.
- d. Supporting prototyping/test bed activities for changes to the setup of the financial system.
- e. Making recommendations and provide training for appropriate procedures and accounting rules to be used.
- f. Performing duties in the NATO HQ Crisis Management Organization.

### **4. Essential Qualifications.**

#### **a. Professional / Experience.**

- Minimum of 6 years' working experience in accounting, financial management, or financial auditing in progressively responsible positions
- A sound knowledge of IPSAS
- Experience performing accounting and financial reporting using an Enterprise Resource Planning System
- A sound knowledge of financial regulations governing an international organization or a public-sector entity
- Experience with external and internal auditors
- Management and team working experience
- Be able to independently assess scenarios and issues, evaluate options to proceed and provide timely advice on the most appropriate decisions

- Information and Communication Technologies: Advanced working knowledge and experience with MS Excel, MS Word, MS PowerPoint and E-mail/Outlook programmes.

**b. Education / Training.**

- University degree (at least to ISCED level 6, categories 64, 65 and 66, subcategories 5/6) in a related discipline such as accounting, business management, economics
- Professional certification and designation as an accountant (e.g., CA, CPA, ACCA or other professional designation) from a member organization of IFAC (or equivalent institution). Exceptionally, the lack of a certification may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to the post

**c. Language.**

- Candidates must have an advanced level of spoken and written English. The working language in the IMS is English and therefore candidates will be required to pass a one-hour multiple choice computer-based test in English at the required level as well as to demonstrate their abilities in the written test and interview.

**5. Desirable Qualifications.**

**a. Professional/Experience.**

- Have proven experience as an accountant or finance officer in a major international/multi-national organization or a national public sector administration (preferably in NATO)
- Experience performing accounting and financial reporting using an ORACLE Enterprise Business Suite and a related reporting software (e.g., GL Wand)
- A sound knowledge of NFRs and procedures with an excellent knowledge and understanding of the budgetary processes
- Strong professional background with at least 6 years acquired in positions related to the duties outlined in the job description
- Ability to interpret laws, executive orders and directives and to formulate policies and implementing rules and procedures on matters of finance, procurement and property administration.

**b. Education/Training.**

- Resource Management Education Programme (RMEP) Course or similar.
- NATO HQ Management Development Programme or similar.

**c. Language.**

- A good command of spoken and written French.

**6. Personal Attributes/ Competencies.**

- A broad knowledge of a range of policies, procedures and the interrelationships between databases, accounting concepts, operational, support and financial functions;

- Must be a self-starter who is able to anticipate problems and analyse a wide range of complex and dissimilar situations where conflicting policies, technical restraints and software capabilities must be considered;
- Capable of creative thinking, analytic reasoning and sound judgement when developing solutions and making recommendations;
- Must be able to communicate verbally and in writing with a wide range of personnel from NATO countries;
- Must possess refined interpersonal skills and a high degree of maturity, integrity, credibility, attention to detail and accuracy;
- Able to work under the minimal or no supervision.

Candidates must demonstrate the following competencies:

- **Achievement:** Creates own measures of excellence and improves performance.
- **Analytical Thinking:** Sees multiple relationships.
- **Clarity and Accuracy:** Monitors others' work for clarity.
- **Conceptual Thinking:** Applies learned concepts.
- **Customer Service Orientation:** Makes things better for the customer, addressing underlying customer needs.
- **Impact and Influence:** Uses indirect influence.
- **Initiative:** Is decisive in a time-sensitive situation.
- **Teamwork:** Solicits inputs and encourages others.

## **7. Managerial Responsibilities.**

- Provides financial management advice and makes decisions on behalf of the Financial Controller for the IMS and OCS;
- Controls and approves all requests for commitments and for all expenditures within the IMS as delegated by
- Has overall responsibility for the IMS Finance and Accounting Section and leads and supervises two staff
- Represents the IMS in different for in and outside the HQ such as the Accounting Working Group;
- Provides effective coaching and encourages appropriate development activities in order to support staff in their personal development;
- Plans, organises and manages financial and personnel resources necessary for the administration of daily finance and accounting operations.

## **8. Professional Contacts.**

- Daily contact with staff at various levels (e.g. fund managers and other offices in the IMS/STO Group to provide professional advice and assistance on all aspects of finance and accounting policies and procedures and to ensure financial records received are accurate and financially substantiated;
- Periodic interaction with and discussion with representatives from IBAN
- Periodic contact to promote and maintain professional relations with finance officers of the IMS BG and the broader NATO community.

## **9. Contribution to the Objectives.**

- Consistently supports and contributes to the IMS mission through the timely management of the accounting and finance operation and accurate reporting in compliance with NFRs, IMS policies, IPSAS, and the NATO Accounting Framework;
- Has direct impact on the financial resources of the organisation and takes decisions to approved the commitment of all IMS budget appropriations and expenditures in accordance with delegated authority;

## **10. Remarks.**

- Security Clearance – NATO SECRET (if not currently held, the incumbent must be eligible for this level of clearance).
- Work Environment – Multinational work environment and work with groups where members represent sovereign Nations.

## **11. How to apply.**

Applications must be submitted by **26 January 2025** (23:59 Brussels time) using one of the following links, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

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, resubmit the application.

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

## **12. Additional Information.**

The successful applicants will be offered a three-year definite duration contract which may be renewed. Serving NATO international civilian personnel will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Appointment will be subject to the deliverance of a NATO SECRET security clearance by the national authorities and approval of the medical file by the NATO Medical Adviser.

A written test will be held as part of the selection procedure.

An on-line pre-selective assessment may be held as part of the selection procedure.

NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

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.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

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.

Please note that the IMS at NATO Headquarters in Brussels, Belgium is a non-smoking environment.