TALEO Job Number: 200302

Vacancy Number: A04/0320

Post Number: OSC BXXX 0010

Job Title: ACO Financial Controller, Director of Finance and Acquisition

NATO Grade: A-6 / NATO Grade 23

Basic Monthly Salary (12 x per year): 10,901.63 €, tax free

Closing Date: 14 June 2020

SHAPE is looking for a Financial Controller to direct the development, implementation, execution and control of financial, budgetary, accounting, treasury, audit and procurement policies, procedures, and activities thorough out the Allied Command Operations. If you are a senior finance executive looking to join and lead a dynamic team working in a multi-national environment, this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, (Belgium)
Directorate: Finance and Acquisition (FINAC)

Post Context/Post Summary
SHAPE is the strategic level command responsible for the planning, preparation, 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 Directorate of Finance and Acquisition is responsible for all international and multinational appropriated and non-appropriated funds in ACO (Allied Command Operations). The responsibility encompasses supervision and oversight of subordinate ACO commands and development of financial and acquisition policies. The Directorate represents SHAPE/ACO in the Budget Committee, participates in the development of international agreements and the annual Consolidated Resource Plan (CRP), and advises/assists the SHAPE Command Group with respect to Military Budget-funded requirements. The Directorate plans and executes the annual ACO military budget with
the contracting, finance and accounting, and cash management it entails whilst ensuring coordination with external entities is observed.

The ACO Financial Controller/Director Finance, is responsible to SACEUR as Financial Controller of the SHAPE HQ, NATO Communication and Information Systems Group, EUFOR Althea and as SACEUR's principal financial management advisor. Appointed by the North Atlantic Council (NAC) to serve as the senior responsible executive for all financial management operations in Allied Command Operations the incumbent of the post is personally responsible for the correct application of all international and multinational appropriated funds approved for use by ACO and the NAEW. The post holder reports to SACEUR in accordance with the NATO Financial Regulations Article 21, and in the case of final recourse, reports directly to the Nations as represented on the Military Budget Committee in accordance with the NATO Financial Regulations Article 22. The post holder supervises the activities of subordinate command Financial Controllers and directs the development, implementation, execution, and control of financial, budgetary, accounting, treasury, policies, procedures, and activities throughout ACO.

**Principal Duties**

As ACO Financial Controller, the incumbent provides representation to the Military Budget Committee on all matters with financial implications. He/she: serves as the senior responsible executive for all financial management operations in Allied Command Operations (ACO). The post holder exercises functional supervision and control over the activities of subordinate command Financial Controllers and directs the Finance and Acquisition Directorate, which performs the following functions:

- Development of financial, budgetary, accounting, treasury and policies and procedures including internal control and risk management guidelines for financial areas.
- Responsible to establish and maintain a system of internal financial and budgetary control. Administration of the automated financial and budgetary control and accounting system for Headquarters SHAPE and all ACO commands and agencies. Development and promulgation of ACO budgetary guidance. Screening, co-ordinating, processing, and presenting of all ACO and NAEW budget estimates and other requests for funds. Establishment of budget submission figures for ACO and subordinate commands.
- ACO Financial Controller within his fiduciary role provides oversight of all ACO procurement activities, ACO HQs, agencies, and programmes. Inspection of all ACO activities with financial implications.
- Provision of assistance to NATO finance committees on matters of financial administration and policy. Provision of contracting support to ACO Headquarters, and the SHAPE Installation. Representing SACEUR in MOU negotiation delegations. Responsible to COS for the internal management and administration of the Finance and Acquisition Directorate.
- The incumbent is the senior financial management executive in ACO, and is personally responsible for forecasting of financial requirements and the correct execution of and accountability for all international funds allocated to ACO. Responsible to SACEUR and the NATO nations for correct accountability of all funding iaw International Public Sector Accounting Standards. Responsible for the ACO Consolidated financial statements co-signed by SACEUR and the ACO Financial controller as well as the Statement of internal control.
- The ACO Financial Controller is the only ACO authority authorised to approve transfers of funding between organisational budgets. He/she is the approval authority for all major contracts.

**Special Requirements and Additional Duties**
The incumbent represents ACO in various internal and external working groups and IPTs, advisory panels on a recurring basis. 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.

**Essential Qualifications**

*a. Professional/Experience*
1) An advanced University Degree (MS, MA, MBA, MPA, or equivalent certification) in Business Administration, Finance, Law, Economics or related field.
2) Minimum experience of 15 years in the field of financial administration, including at least 5 years at the senior management level.
3) A proven record of successful performance in challenging leadership positions.
4) Experience in managing people and organisations.
5) Sufficient legal knowledge and experience to determine when legal aspects are material to financial decisions and procedures.
6) Experience with operation of automated budget and accounting systems.

*b. Language*

English - SLP 4343 (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.

**Desirable Qualifications**

*a. Professional Experience*
1) Financial Management
2) Financial Analysis
3) Acquisition Management
4) Negotiation
5) Strategic Planning
6) 20 years in a financially related field, including experience in budget management, fiscal management, financial policy development, and other related fields.
7) Successful performance as a Budget Officer, Fiscal Officer, or Financial Controller in a NATO organization or other international body.
8) Experience with Project Management tools.
9) Experience with IPSAS.
10) Experience in applying Belgian Financial / Law Regulations.
11) Proven experience in interacting with NATO or national funding committees or other international negotiating fora.
12) Skills in coaching staff and coordinating professional development programmes.
13) Familiarity and hands-on experience in operation of automated financial systems in use in NATO military headquarters.
14) A thorough understanding of NATO financial regulations and procedures.
15) Experience in negotiation of international agreements and an understanding of external issues affecting financial negotiations.
16) Sound experience in controllership, budget management and international financing.

*b. Language*

French - PLS 2222 (Listening, Speaking, Reading and Writing)
Attributes/Competencies

a. Personal Attributes
As the incumbent is responsible for committing NATO and SACEUR to substantial financial obligations, he/she must exercise the highest standards of integrity, while acting with persuasion and diplomacy, in order to achieve decisions which safeguard NATO’s financial interests and image. The incumbent must be a mature and tactful individual, possessing sound judgment, flexibility, and the ability to express himself/herself persuasively, both orally and in writing. Excellent communications and negotiation skills. A seasoned professional and a tactful individual possessing a high energy level, sound judgment, flexibility, and the ability to express himself/himself clearly and persuasively, both orally and in writing. He/she must be able to multi-task and to work under extreme pressure to achieve operational objectives and other deadlines; should be in good health and able to work irregular hours.

b. Managerial Responsibilities
Serves as the head of the financial function in ACO, exercising personal responsibility for the correct application of international and multinational appropriated funds approved for use by the organisation. Managerial duties includes supervision, direction and control of SHAPE Finance and Acquisition Directorate, Financial Controllers of subordinate commands, chairing or participating in various internal and external professional events.

c. Professional Contacts
The incumbent will routinely interface with senior staff and Command Group within ACO and SHAPE, with National Representatives in the Military Budget Committee as well as with senior national representatives from Ministries of Defence, Foreign Affairs, or Finance during negotiation of international agreements and external agencies.

d. Contribution To Objectives
The incumbent is the ultimate guarantor of integrity of the system of financial management of international funds on behalf of NATO nations and military commanders. In doing so, the incumbent ensures Allied Command Operations credibility before the nations by ensuring that SACEUR and his subordinate commanders meet their operational mission in a most cost-effective manner. This includes contribution to mission objectives by proactive identification and correction of potential problems, and continuous improvement of working methods and results. The budget and finance organisation also provides direct support of operational mission objectives through support of deployed Headquarters, and operation of multinational logistics arrangements. In exercising fiduciary responsibility is part of the contract approvals process of the ACO-wide procurement function, the incumbent ensures that SACEUR and his subordinate military commanders are provided the material support required to successfully perform their assigned missions. Specifically, the ACO Financial Controller:

1) is ultimately responsible to SACEUR for the proper administration and expenditure of all military budget financial resources allocated to Allied Command Operations;
2) adjusts to changing parameters of the SACEUR mission by creating and implementing ACO wide financial programmes and policies;
3) plans, organises, initiates, directs, co-ordinates, and controls ACO-wide actions in response to direct requests by the nations in pursuit of collective Alliance goals;
4) reports directly to SACEUR and the nations on the progress of implementing actions. On behalf of SACEUR, he/she commits Allied Command Operations to specific courses of action at the behest of the nations (as represented in the Military Budget Committee).
This post reports to OSC GXCX 0010 - Chief Of Staff (COS).

e. Supervisory Responsibilities
The post holder exercises technical supervision and functional control over the activities
of subordinate command Financial Controllers. Directs the Finance and Acquisition
Directorate, which performs the following functions: development of financial, budgetary,
accounting, treasury, a policies and procedures.
There are first line reporting responsibilities for the following numbers of staff: 3× A-5; 1×
A-3; 2× OF-4.

Remarks
Reporting chain:
(1). As ACO Financial Controller, he reports to SACEUR as Senior Financial Advisor in
accordance with the NATO Financial Regulations Article 21.
(2). As ACO Financial Controller, he reports in the case of final recourse, directly to the
nations as represented on the Military Budget Committee in accordance with the NATO
Financial Regulations Article 22.

Duration of contract: In accordance with NFRs, the Financial Controller of a NATO body
shall be appointed for a period of three years which may be renewed one time only for a
further period of three years.

Selected candidate should be eligible for being granted a Cosmic Top Secret security
clearance.

Given the COVID19 situation the selection process for this post will proceed in phases at
dates to be fixed according to the evolution of current limitations. On-line testing might be
considered.
The candidate selected for this post is expected to start the employment contract on the
1st of November 2020.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:
Applications are to be submitted using NATO Talent Acquisition Platform (NTAP)

A copy of the qualification/certificate covering the highest level of education required by
the job description must be provided as an attachment.

Essential information must be included in the application form. Expressions such as
“please see attached CV, please see annex / enclosed document” or invitations to follow
links to personal webpages are not acceptable and will be disregarded.

Shortlisted candidates will be requested to provide original documentary evidence and a
set of copies supporting statements in their applications.

Remarks:
A) Only nationals from the 30 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.