



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250409

Vacancy Number: G141/24

Post Number: OSC BXBS 0050

Job Title: Assistant (Budget)

NATO Grade: 10

Basic Monthly Salary (12 x per year): 4,565.36 €, Tax Free

Closing Date: Thursday 27 March 2025

Post Context/Post Summary:

Supreme Headquarters Allied Powers Europe (SHAPE) provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations up to the Maximum Level of Effort. SHAPE supports the Supreme Allied Commander - Europe in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Budget and Policy Branch is responsible for developing and coordinating policies and procedures for financial management issues ACO wide and for the preparation of the ACO international military budget estimates, in-year budget execution reports, budget forecasts and other requests for funds, and oversight of execution of ACO budgets. The Directorate plans and executes the annual ACO military budget with the contracting, finance and accounting, and cash management it is responsible.

The SHAPE Budget and Programme Section develops, presents, controls and executes the international military budget estimates and other funding submissions for SHAPE HQ and ACO programme budgets managed and executed at SHAPE level.

The incumbent acts as a senior budget assistant to the Section Chief, and provides administrative support to the Section and Branch, performing both administrative and financial management tasks.

Principal Duties:

The incumbent's duties are:

1. Acts as an administrative assistant to the section chief performing primarily financial management tasks for the SHAPE and ACO programme budgets including the following administrative tasks:
 - Develops, organises, and monitors budgetary and accounting data required for analysis and budget submission by the section.

- Performs financial data analyses and makes recommendations to management based upon those analyses.
 - Maintains the budget execution statement by extracting budgetary data from the accounting system and consolidating into one budget execution statement for management review.
 - Monitors the financial execution of expenditures related to NATO International Civilians (NICs), Local Wage Rates (LWRs), temporaries, and consultants.
 - Assists and supports in the preparation of the SHAPE HQ and ACO Programme budgets, Mid-Year Reviews, formulation of the annual Medium Term Financial Plan/Consolidated Resource Proposal and the next fiscal year's budget submission.
2. Is responsible for the daily management of delegated budgets to include uploads, transfers, and reporting. Provides administrative/data entry/financial clerk for the section, to include the following:
- a. Drafts letters for the Section/Branch Chief's signature, proof reads documents, files, reproduces documents, route correspondence, and liaises with other Branches or Divisions within SHAPE or ACO, as needed.
 - b. Monitors all tasking suspense dates for the section, coordinates and compiles responses, and provides status reports to the Section/Branch Chief, as required.
 - c. Retrieves data and prepares reports and analyses. Assists in forecasting costs and production of budget documents.
 - d. Substitutes for, or provides augmentation to any clerical position in the Branch. As such, the incumbent must be capable of operating all budget and fiscal modules of the NATO accounting system and assisting in the updating and maintenance of the accounting database.
 - e. Supports Budget and Policy Branch personnel technical advice on the financial management system and provides ad-hoc training enabling them to perform their system related duties (e.g., budget uploads and transfers).

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 having any changes to the contract. The employee will perform the work in a NATO office-working environment.

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or Temporary Duty assignments, both within and outside NATO boundaries up to 30 days.

Essential Qualifications:

The personnel qualifications need to be seen in the context of the SHAPE budget, which covers a multitude of diverse requirements to support a large warfighting Strategic Headquarters.

Professional Experience:

- 1) Knowledge and experience in using an automated accounting or financial tool, such as the NATO Financial System (FinS) or similar automated Oracle based system.
- 2) High degree of technical competence and experience in planning, budgeting, and executing funds for a large-scale corporate or public organisations (e.g., NATO or other international agencies)

Education/Training:

Higher Secondary education and intermediate vocational training which might lead to a formal qualification with 3 years of experience, or Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 4 years post related experience.

Language:

English – SLP 4343 (*Listening, Speaking, Reading, and Writing*)

Desirable Qualifications:

Professional Experience:

- 1) Technical experience in extrapolating data from a financial management system to a data analytics and visualisation tool (e.g., Excel, PowerBI).
- 2) Able to draft strategic reports or documents based on the analyses of data sets from a financial reporting system.
- 3) Experience in using the FinS or Centralised NATO Automated Financial System.
- 4) Knowledge and experience in applying NATO Financial and Procurement Regulations in accordance to daily responsibilities.

Education/Training:

- 1) Resource Management Education Programme course provided by NATO School of Oberammergau (NSO) or equivalent.

Attributes/Competencies

Personal Attributes:

The incumbent will need to display a high degree of professionalism and technical expertise in performance of his/her assigned duties. As the incumbent's decisions and actions impact the financial position and propriety in the use of financial resources of ACO, he/she must exercise excellent judgement, while acting with persuasion and diplomacy, in order to achieve results which safeguard NATO's financial interests and image. He/she will need to be aware of the legal and economic aspects of every potential transaction. In his/her work, the incumbent must demonstrate a high energy level, personal integrity, and a sense of loyalty to the organisation. He/she must have strong ethics and sound business judgement for working in a financial environment.

Professional Contacts:

Professional contacts within and outside the Section/Branch/Division/HQ normally take place at the working level.

Contribution To Objectives:

The incumbent is responsible for ensuring the integrity of financial data entered into the accounting system, and extracted for use in reporting and decision making. The incumbent contributes to mission objectives by proactively identifying problems for resolution by the Section.

Remarks:

Duration of the contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, 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.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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.

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.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

How to apply for a NATO Civilian Posts at SHAPE:

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

Please see further information on the links below:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- A. Only nationals from the 32 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.
- D. Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- E. NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating 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 generative or creative AI applications may be rejected

without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.