



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241309

Vacancy Number: G140/24

Post Number: OSC BXTF 0030

Job Title: Accountant (Centralised Finance and Accounting)

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,118.54 €, tax free

Closing Date: Sunday 22 September 2024

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 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 (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council.

The Finance and Acquisition Directorate is responsible for all international and multinational appropriated and non-appropriated funds in ACO. 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 whilst ensuring coordination with external entities.

The ACO Corporate Accounting and Control Branch performs delegated financial controller functions for the Allied Command Operations (ACO) HQs.

The Centralised Finance and Accounting Section is responsible for all finance and accounting matters related to SHAPE HQ, ACO programme budgets, Air Defence Ground budget, Air Command & Control System (ACCS) Budget, Deployable Budgets, Exercise Budgets managed and executed at SHAPE level.

Within the Centralised Finance and Accounting Section, the incumbent provides the Section Head with financial management advice and analysis pertaining to all issues with financial implications and assists in co-ordinating the broad spectrum of finance and accounting matters.

Principal Duties

The incumbent's duties are:

1. Review proposed contracts and other requests for expenditure of international funds, to ensure availability of funds, propriety of the proposed expenditure, and compliance with the NATO Financial Regulations and ACO implementing directives.
2. Authorise, within specifically delegated powers of authority, obligation and expenditure of international funds approved for the use of SHAPE.
3. Monitor the SHAPE official Accounting records in line with related NFRs/FRPs for the approved budgetary credits, authorized expenditure and committed funds, the related payable and receivable sub-ledgers including payments and receipts.
4. Advising separate budget, project, case and program holders on the status of accounting records ensuring credits committed and paid accurately reflect the legal status of their accounts and are consistent with NATO/ACO guidance. Sets up programs to provide for periodic joint review and validation of these accounts.
5. Monitors the budget execution for the credits managed at SHAPE Headquarter.
6. Analyse and compiling the financial data to document the financial transactions in preparation of the general ledger accounts by providing a record of assets.
7. Responsible for the day-to-day coordination with other stakeholders to facilitate proper accounting management of the SHAPE Fixed Asset and Inventory Register in line with NATO official financial reporting, ACO Directive and policies.
8. Contribute to the collection of the necessary information for audit and control purposes and assist in the interim and final audit performed by internal/external auditors.
9. Support the process improvement and automation regarding PP&E and Inventory in line with ACO Policies and Directives.
10. Prepare and update desk finance and accounting guidance for PP&E and related topics.
11. Provide onsite assistance and training to include monitoring of budget execution, resolving customer service issues.
12. Support the Section Head in the recurring analysis and control of documents for propriety, accuracy and completeness as well as ensuring availability of budgetary credits;
13. Responsible for the accounting reconciliation process of open transactions with other NATO entities to ensure proper financial reporting.
14. Responsible for the control of the accounts of the SHAPE HQ, supports as well in the preparation of the annual financial statement for the local site.
15. Responsible for monitoring HQ collections and for the timely preparation of Account Receivable report and dunning letter.
16. Responsible for authorizing payments on behalf of the HQs as delegated by the Section Head.

Special Requirements and Additional Duties

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 180 days.

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

Essential Qualifications

A. Professional/Experience

1. Experience in all activities involved in control of accounts and financial activities: reconciliation of accounts; preparation of payroll and examination of vouchers; records and controls commitments; obligation and expenditure of funds.
2. Extensive experience with operation of automated accounting systems.
3. At least two years of experience in applying International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS).

B. Education/Training

University Degree in accounting, finance, management, business administration, public administration, economics or related discipline and 2 years function-related experience, or a 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.

C. Language

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

Desirable Qualifications

A. Professional Experience

1. At least 2 years of relevant experience as an accountant in a commercial or governmental organization.
2. Experience as an administrator in NATO or other multi-national organisations.
3. In-depth knowledge of office automation software packages (i.e.- Microsoft Office).
4. Experience and knowledge in the application of NATO financial rules and regulations.
5. Experience with the NATO Automated Financial System and/or Oracle Financials.
6. Certification in IPSAS accounting or financial management.

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 SHAPE, 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. S/he should be self-driven, motivated, and should be able to function independently as well as should be comfortable working in a team environment.

it 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 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.

A high degree of verbal and written communications skills is mandatory. The incumbent of this post exercises judgment and critical thinking in advising the Section Head or, as required, the Branch Head, on Finance and Accounting matters. Planning and organizational skills, to assess the workload, prioritise tasks and organize staff and

services to meet deadlines. High work standards and management control techniques should characterize the incumbent's performance with regard to ensuring the implementation/application of NATO directives, local supplements, other relevant regulatory documents to the work of Finance and Accounting Section.

Professional Contacts: Works with budget holders (OF4s), project managers (OF4/5), and financial managers (A3/4) within SHAPE and at subordinate headquarters ensuring efficient use of available resources.

Has frequent contact with all SHAPE staff concerning ACO policy development and, monitoring, and entitlement authority.

Interfaces with NATO Financial System training providers on training issues which require explanation and discussion. Internal coordination with other divisions. External coordination with other ACO commands Negotiation and consultation with Host nations (i.e. MOD.s, Treasuries, office of ministry of Labour) at Secretary level for financial and economic liaison.

Contribution To Objectives: The incumbent oversees the financial processes which provide accurate and timely data needed by financial managers, and ensures that they understand how this data is to be interpreted and acted upon.

The incumbent's evenhanded and effective enforcement of approved practices precludes abuse and ensures financial propriety of transactions. Accurate performance of all functions is vital to ACO compliance with statutory reporting requirements directed by the nations.

Contributes directly to operational mission objectives through provision of accounting support to deployed headquarters and accounting for operational budgets.

Makes a significant direct contribution to the work and objectives of the J8 Division. Recommends courses of action on the implementation of accounting procedures with regard to best practices to be adopted with BSG, J1, etc.

Develops, implements and manages policies in own area of professional competence.

The incumbent also contributes to the development of objectives by proposing local accounting policies and training programs, aimed at improving the quality and performance of the financial management and accounting staff.

REMARKS:

Duration of 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.

Shortlisted candidates will be invited to take a written test on Wednesday 16 October 2024. Candidates passing the test will be interviewed by the Board on Thursday 17 October 2024.

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 POST 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 (e.g. mail, e-mail, fax, etc) are not accepted.

More information to be found on these links:

[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.