TALEO Job Number: 200030
Vacancy Number: B16/1119
Post Number: OSC BTF 0030
Job Title: Accounting Specialist (Centralized Finance and Accounting)
NATO Grade: B-5
Basic Monthly Salary (12 x per year): 4,449,34 €, tax free
Closing Date: Sunday 9 February 2020

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, 60 Km south of Brussels (Belgium)
Division: FINAC

Post Context/Post Summary
The Directorate of Finance and Acquisition is responsible for all international and multinational appropriated and non-appropriated funds in ACO (Allied Command Operations).
The ACO Corporate Accounting and Control Branch (ACO CAC) is responsible for developing policy, procedures and revision of processes for finance and accounting, and cash management ACO-wide including financial activities related to SHAPE HQ, in line with the established NFRs/FRPs including internal control functions and financial risk management.
The Centralized Finance and Accounting Section reviews, authorizes, executes and records all financial activities related to international and reimbursable approved credits, as well as reviewing, authorizing and recording all financial activities related to SHAPE ensuring compliance with NFRs, ACO directives and the International Public Sector Accounting Standards (IPSAS).

Principal Duties
The incumbent's duties are:
1) Within the SHAPE Finance and Accounting Section, the incumbent provides the Section Chief 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.

2) Responsible for supervising day-to-day activities of the section in the provision of responsive finance and accounting services to the SHAPE Headquarters, ACO Centralised Budgets, US Foreign Military Sales Cases, NATO Security and Investment Projects, and other assigned programs, projects and budgets.

Duties include:

3) Reviewing 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.

4) Authorising, within specifically delegated powers of authority, obligation and expenditure of international funds approved for the use of SHAPE.

5) Controlling all payments and receipts associated with the international budget(s) administered by the Section.

6) Maintaining the SHAPE Financial Accounts to reflect approved budgetary credits, expenditure authorised and committed, holdings of funds and negotiable documents, sums payable and receivable, and payments and receipts.

7) 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.

8) Monitoring the budget execution for all the budget managed at SHAPE Headquarter.

9) Monitoring execution of Foreign Military Sales contracts and following up with fund managers on closure of commitments that are due/overdue for liquidation. Actively pursuing resolution in cases where satisfactory replies from fund managers are not readily forthcoming. Dealing with accounting offices in other NATO countries and with Department of Defence Denver.

10) Providing expert advice supporting development of automated accounting system modules supporting finance and accounting, infrastructure, and travel functionalities.

11) Developing proposals for improvements of local HQ or ACO directives relating to finance and accounting.

12) Prepares written responses to internal and external formal inquiries.

13) Monitors the use and the reconciliation of all Advance Accounts.

14) Maintains contact with Authorizing Officers and other key persons in the concerned areas.

15) Is prepared to provide onsite assistance and training.

16) Has the supervision of the Travel Office Front desk.

17) Providing guidance and assistance to include policy development, monitoring of budget execution, resolving customer service issues.

18) Supervises reconciliations of reimbursable accounts related to other entities.

19) Monitors payroll accounting and liaise with HRM finance section.

20) Liaises with the travel service provider for financial and performance reports, including coordination of the follow-up on all open related issues.

21) Contributes to the collection of the necessary information for audit and control by internal and external audit team.

22) Follow-up on audit recommendations for relevant accounting regulations, instructions and their changes

23) Responsible for the control 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.

24) Processes contracts and other transactions for all reimbursable activities on behalf of other NATO entities or NSE, Host Nations and other third parties;
25) Coordinates financial matters and IPSAS related accounting procedures with the ACO Accounting Management Section and other NATO entities;
26) Monitors the execution of international and infrastructure budget within the approved credits
27) Performs analysis and carries out studies of SHAPE HQ and related commands operations from a financial aspect to achieve maximum effective utilization of resources;
28) Reviews documents for propriety, accuracy and completeness as well as ensuring availability of budgetary credits; in particular: Accounts Receivable, Accounts Payable and Travel;
29) Monitors outstanding Purchase Order commitments to ensure that funds are properly encumbered;
30) During the course and at the end of the year, reconciles all budget credits against official documents issued by ACO and the Budget Committee;
31) Convey both orally and in writing to fund managers and other concerned the reason(s) for rejection of funds approval or request of modification citing applicable financial regulations.
32) Legally accountable for propriety of financial transactions executed under his/her authority. Responsible for authorizing payments on behalf of the HQs as delegated by the Section Chief.
33) Holds delegated authority to commit the organisation to funding obligations and to process payments on behalf of the organisation.
34) Authority to make decisions regarding work priorities of the supporting staff of the organisational unit. Authorised to intervene to adjust the day to day work priorities of the staff to ensure that they match those of the head of the organisational unit and the HQ.

Special Requirements and Additional Duties
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TOY 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 / risk might increase when deployed

Essential Qualifications
A. Professional/Experience
1) At least 3 years of experience in all activities involved in control of accounts and financial transactions.
2) At least 3 years of experience in the reconciliation of accounts, preparation of payroll and examination of vouchers, records and controls commitments, obligation and expenditure of funds.
3) Broad practical experience (at least 3 years) as user and/or analyst of financial ERP modules such as AP, AR, GL, PO, CM, travel.
4) At least 3 years work experience applying International Accounting standards (IPSAS/IFRS).
5) At least 3 years of experience with office-automated software packages, in particular, spreadsheets.
6) At least 3 years of practical experience in performing accounting reconciliations of General ledger with the sub-ledgers and analysis.

B. Education/Training
Higher Secondary education and completed higher vocational training in accounting, finance, management, business administration, public administration, economics or related discipline leading to a formal technical or professional certification with 3 years
function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.

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.

Desirable Qualifications
A. Professional Experience
1) Experience as an accountant or financial analyst in a private/public international organization.
2) Experience as an administrator in NATO entities.
3) Extensive experience with ERP system in the public or private sector.
4) In-depth knowledge of office automation software packages (i.e.- Microsoft Office).
5) Experience and knowledge in the application of NATO financial rules and regulations.
6) Familiarity and hands-on experience with the automated financial systems in use in ACO (Oracle E-business Suite).
7) Experience in travelling processes with related supervisory functions.
8) Experience in drafting procedures and guidance, including briefing notes and reports on financial and accounting.

B. Education/Training
1) An Advanced University degree or post Graduate Diploma in Accounting, Finance, Management or related field.
2) Professional accounting qualification with 4 years post-related experience, or a higher secondary education with professional technical training leading to a professional accounting qualification or country-specific equivalent, coupled with 6 years related professional experience.
3) Formal training and experience in the implementation/application of International Accounting Standards (IPSAS/IFRS).

Attributes/Competencies
A. 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. 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.
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 Chief 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
implementation/application of NATO directives, local supplements, other relevant regulatory documents to the work of Finance and Accounting Section.

B. 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.

C. 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. 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. The successful planning and execution of the international budgets are an important contribution of the Command's objectives.
This post reports to OSC BTF 0010 - Section Head (Centralised Finance & Accounting) - A-3.

D. Supervisory Responsibilities
There are no reporting responsibilities.

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.
The tests and interviews are expected to be held at SHAPE during the timeframe 5-10 March 2020 (dates to be decided).

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.

NTAP allows adding attachments. 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. Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. 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. All answers should be in English (preferably) or in French.

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

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Remarks:
A) Only nationals from the 29 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.