



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 250727

Vacancy Number: G14/25

Post Number: OSC BXBP 0050

Job Title: Analyst (Financial Management Policy)

NATO Grade: 17

Basic Monthly Salary (12 x per year): 7,970.25 €, tax free

Closing Date: Monday 12 May 2025

Post Context/Post Summary

Supreme Headquarters Allied Powers Europe (SHAPE) is the strategic Headquarters in Europe responsible for NATO's operations. The Supreme Allied Commander Europe (SACEUR) controls the activities through subordinate Headquarters and in coordination with the member Nations as directed by the North Atlantic Council.

The Finance and Acquisition Directorate (FINAC) is responsible for all appropriated and non-appropriated funds in ACO (Allied Command Operations). The incumbent resides in the Budget and Policy Branch (BUP), responsible for providing advice on funding aspects and policies/ procedures for financial management issues.

Principal Duties

The incumbent's duties are:

1. Acts as the principal advisor for financial policy matters up to the Financial Controller (1* equivalent).
2. Serves as the FINAC point of contact for ACO-wide FINAC personnel/ workforce/ organisational issues and initiatives.
3. Negotiates financial aspects of international agreements.
4. Acts as the BUP focal point for process improvement and other efficiency initiatives.
5. Coordinates and provides technical training on NATO financial matters for internal and external personnel including instructing at NATO schools (e.g. NATO School Oberammergau) and other training institutions.
6. Participates in financial and management planning activities to ensure compliance with financial regulations and policy.
7. Coordinates, executes and assigns BUP related tasks.
8. Performs ad-hoc analyses and administers special projects as tasked.

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 there being any change to the contract.

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.

Essential Qualifications

Professional/Experience

1. At least four years of experience in areas of Financial, Budget, or Fund/Project Management or equivalent responsibilities and a proven record of success in advising technically oriented professionals.
2. Sufficient legal knowledge and experience to determine when legal aspects are material to financial decisions and procedures.
3. Experience in organizational and workflow designs and process (re)engineering.
4. Experience in negotiating financial aspects of agreements.
5. Experience with design and delivery of training material.
6. Experience with automated financial management systems (e.g. Oracle Financials, SAP, etc.).
7. Proficiency in using the MS Office Suite.

Education/Training

University Degree in finance, accounting, business administration, economics, public administration or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

Language

English - SLP 4343 (Listening, Speaking, Reading and Writing)

Desirable Qualifications

Professional Experience

1. 10 years in a financially related field, including experience in budget management, fiscal management, financial policy development, and other related tasks.
2. Successful performance as a Budget Officer and/or Fiscal Officer in a NATO organisation.
3. Familiarity and hands-on experience in operation of financial systems in used in an international organisation.
4. Being acquainted with the NATO financial regulations and procedures.
5. Proven experience in interacting with NATO or national funding committees or other international negotiating fora.
6. Awareness of the capability of the latest technologies (e.g. machine learning, robotics, generative AI) applied in financial processes.

b. Education/Training

1. An advanced university degree (e.g. MS, MA, MBA, MPA) or equivalent in business administration, public administration, finance, economics, accounting, or related discipline.
2. Resource Management Education Programme (RMEP) Course provided by NATO - School Oberammergau (NSO) or equivalent.

Attributes/Competencies

- **Critical Thinking:** The incumbent needs to have capacity for critical thinking and sound judgement based on rational analysis.

- **Policy Research:** He/she must be able to understand and evaluate existing policies and their impact.
- **Communication Skills:** The incumbent must be able to communicate orally and in writing complex matters in such a way that they become understandable to various audiences.
- **Sound judgement:** He/she must exercise excellent judgement, while acting with persuasion and diplomacy.
- **Interpersonal Skills:** It is essential that he/she possesses people skills enabling a constructive exchange with colleagues, superiors and external agents.
- **Prioritization:** He/she must be able to understand what is important and urgent and act accordingly. If put under pressure, the incumbent must remain calm and professional whilst responding to the situation.
- **Pro-active:** The incumbent must be self-activating and comfortable working with minimal supervision.

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 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.