



ALLIED LAND COMMAND



Job/Post Number: Assistant (Principal Accounting)

Title: OLC BXAX 0030

Division: G8 Division

Clearance Level: NATO SECRET

Grade: NATO Grade 12

Gross Salary: 58,033 TRY

Additional Benefits: For allowances, privileges & tax exemptions see Section 7

NATO Body/Post Location: ACO / Land Command Headquarters, Izmir (Türkiye)

Closing Date: 01.03.2024

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The G8 Directorate is responsible for drafting, proposing and executing the LANDCOM budgets, their management, accounting, purchasing, contracting, disbursing and financial control.

The Finance and Accounting Branch controls the commitments of funds, performs bookings, produces the financial statements and reports, it also authorises expenditures and collection of funds when appropriate.

The Assistant (Principal Accounting) delivers daily HQ Land Command budget execution services and provides finance and accounting support to ensure that all international funds are properly encumbered and expended in accordance with approved and or delegated budget credits for Operations, Exercises, Outreach and/or other similar activities.

2. Principal Duties

The incumbent's duties are:

Processes and maintains HQ Land Command accounting transactions, records and ledgers within the FinS - Accounts Payable, Accounts Receivable, General Ledger, Purchasing, Inventory ledgers and Fixed Assets register and records in accordance with

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International Public Sector Accounting Standards (IPSAS) and ACO standards and policies.

Assists the Branch Head (Finance and Accounting) in executing accounting principles and procedures and coordinates routine accounting matters with other staff elements, HQ Land Command and other NATO entities.

Prepares periodic financial reconciliations and inputs for financial statement and disclosure notes, and reports for management purposes at HQ Land Command and ACO.

Reviews requests to commit budget credits to determine eligibility, proper accounting classifications and availability of funds. Reviews and processes open end contracts, contract purchase orders and purchase card transactions

Verifies, controls and approves all accounts payable (including payrolls) and accounts receivable invoices.

Conducts periodic, month-end and end-of-year accounting reconciliation procedures

Prepares and provides HQ Land Command internal and external reports and responses to Higher HQ audit reports.

Provides and coordinates reimbursable support to NATO and or external agencies (governmental, national or non-national organizations) through Service Level Agreements (SLAs), STANAGS, Technical Arrangements, Joint Implementing Agreements or bilateral agreements.

Reviews and enters all payments into FinS for HQ Land Command. Processes end of month and end of fiscal year procedures to produce proper financial reports.

Delivers HQ Land Command accounting support functions by processing / recording all business transactions, Accounts Payable, Accounts Receivable, General Ledger, Revenue and Expense and applicable local reconciliations.

3. 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

May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries for a maximum of 6 months, unless otherwise agreed with the Nation concerned.

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.

4. Essential Qualifications

a. Professional/Experience

(1) Accounting

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All activities involved in control of accounts and financial activities: reconciliation of accounts, preparation of payrolls and examination of vouchers; records and controls commitment, obligation and expenditure of funds; preparation of reports of financial position; conducting cost accounting and analysis.

Formal training in accounting or financial management is essential. Officers should have directed or assisted in directing the accounting or fiscal work in a prior assignment.

Skill Level (Assist)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities. Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

Higher Secondary education and completed higher vocational training in accounting, finance, management, business administration, public administration 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.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

5. Desirable Qualifications

a. Professional Experience

Ability to draft replies to inquiries and recommend changes to administrative policies.

Ability to speak and write in the host nation language is an advantage.

Prior customer service experience. Experience in operation of Oracle Financials in accounting

4 to 6 years practical experience as an accountant, clerk or higher in governmental or commercial financial organizations.

Professional experience in accounting, economics, finance, or business management.

b. Education/Training

Qualification/diploma in accounting, finance, business administration, or related field.

NATO Automated Financial System Courses (M)

- (Inactive) RESOURCE MANAGEMENT EDUCATION PROGRAMME (RMEP) COURSE (NU) (LSR-LC-3030) provided by NATO - School Oberammergau (NSO)

c. Language

None specified

6. Attributes/Competencies

• **Personal Attributes:** Tactful individual possessing sound judgment, flexibility, and persuasive personality. Works mainly from general guidance and policies found in NATO Financial Rules and Procedures (FRP), NATO Financial Regulations (NFR), Bi-SC Directives, ACO Directives and the HQ supplements, rules and procedures. Requires a broad knowledge of a wide range of policies and the interrelationship between data bases, accounting concepts, operational, C3 support and financial functions. Uses professional judgment to interpret complex international directives, decision papers and policy documents on financial matters to determine the applicability to any given situation, task or requirement and to translate them into procedural guidance with which non-BUDFIN staff can work. Must possess very good verbal and written communication and negotiation skills. Integrity, credibility, attention to detail and accuracy are essential. Is mature and tactful. Must be able to work rapidly and cope with a heavy workload, must demonstrate a mature and diplomatic approach in dealing with local representatives and foreign officers and NCOs, and must be able to work with minimum supervision. Must be capable to analyze situations quickly and solve those IAW ACO directives. Responsible for advising Chief Finance & Accounting on FinS data processing and technical matters. Applies various rules and regulations IAW ACO directives and local laws. Requires creativity and flexibility to select the best approach; apply proper methodology and devise tailored solutions to difficult and unique problems in compliance with governing directives.

• **Professional Contacts:** Responsibilities require a variety of both external and internal contact with HQ personnel, national support units, governmental organizations, non-governmental and business organizations. Required to explain NATO policies, provide advice and negotiate financial options and procedures within existing policies. Requires courtesy, understanding and tact in dealing with others.

• **Contribution To Objectives:** The successful accomplishment of the financial administration is considered a vital contribution to the successful achievement of objectives, financial credibility and the smooth daily operations of the HQ and subordinate activities. The policy and procedures executed by the Finance Section impact a wide range of support activities across the Headquarters.

There are no reporting responsibilities.

This post reports to:

OLC BXAX 0010 - Branch Head (Finance and Accounting) - A3/G17

This post does not deputise anybody.

This post is not deputised by anybody.

7. Additional Information

Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate **allowances/supplements**. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the [Civilian Personnel Regulations](#) for details.

Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various **privileges and tax exemptions** (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

Contract

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

How to Apply:

Allied Land Command uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ.

Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

Employment Pre-Requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganisation that might affect the non-financial aspects of the job description.

Allied Land Command (LANDCOM)

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

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For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](#)

İZMİR

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [İzmir - Wikipedia](#)