



ALLIED LAND COMMAND



Job/Post Number: Assistant (Principal Budget)

Title: OLC BXBX 0040

Division: G8 Directorate

Clearance Level: NATO SECRET

Salary (Pay Basis): 16,924 TRY

Grade: NATO Grade 12

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

Closing Date: 09.08.2021

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 Budget and Disbursing Branch drafts and proposes the budgets for LANDCOM, controls the eligibility of commitments, issues calls for funds, controls the budget execution and performs the disbursing.

The Assistant (Principal Budget) helps the Branch Head in drafting and screening LANDCOM budget estimates and other funding.

2. Principal Duties

The incumbent's duties are:

- Assists Branch Head in screening, preparing, presenting, executing and administering annual budget and delegated budgets.
- Drafts budget calls, collects budget inputs from the staff, evaluates budget requests, and develops budget justifications and calculations for the preparation of budget estimates.

- Suggests if requirements are eligible for common funding.
- Directly responsible for managing the budget software system of the Branch and for preparing and controlling of approved international budgets.
- Reviews proposed budget transfer requests for propriety and compliance with NATO Financial Regulations (NFRs), and is authorised to approve and carry out budget transfers.
- Collects, analyses and arranges all types of budget -related data from fund managers, past financial records, publications, etc. for budget preparation.
- Gathers data and submits monthly reports on annual budget, CIS funds and delegated budgets.
- Assists in authorizing, within specifically delegated power of authority, budget requests concerning international funds approved for the use of the HQ.
- Coordinates and discusses with divisional fund managers concerning their fund commitment status, financial limitations, budget eligibility and recommends options for solving budgetary issues.
- Assists in the preparation of ad hoc reports for the Command Group.
- Assists in negotiating and drafting international and support agreements.
- Assists the Financial Controller/Branch Head (Budget & Finance) in managing all disbursing activities of the HQ, including requests for funds from ACO, making collections based on collection vouchers, maintaining bank accounts, maintaining cash accounts and cash receipts, etc.
- Assists in the preparation of annual and exercise budget estimates, and the presentation of these estimates as appropriate, holds budget preparation meetings at the headquarters and handles correspondence with higher headquarters concerning budget matters.
- Helps to prepare travel and hospitality fund related budgets.
- Helps to prepare the commands medium-term financial plans (Consolidated Resource Proposal CRP).
- Provides training to Fund Managers on budget-related issues.
- The incumbent acts as backup disbursing officer.
- May act as a Fund Manager for portions of the annual and/or delegated budgets.
- Administers branch budget-related administrative files and documents. Maintains all budget records for audit purposes. Ensures that current and historical budget authorization documents are properly filed.
- Assists in the development of new procedures to facilitate and improve day-to-day budget procedures.
- May assume tasks on behalf of the Branch Head.

Holds budgetary control authority, on behalf of the Branch Head for assigned programmes.

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 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 Requirements

a. Professional/Experience

(1) Business finance

Finance, banking and insurance is the study of planning, directing, organizing and controlling financial activities and services. It includes the control and monitoring of the financial resources of organizations, institutions and individuals, and the provision of financial services at the corporate and individual level.

Skill Level (Apply)

Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Usually receives specific instructions and has work reviewed at frequent milestones. Determines when issues should be escalated to a higher level. Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions, which impact the work assigned to individuals or phases of projects. Performs a range of work, sometimes complex and non-routine, in a variety of environments. Applies methodical approach to issue definition and resolution. Demonstrates an analytical and systematic approach to issue resolution. Takes the initiative in identifying and negotiating appropriate personal development opportunities. Demonstrates effective communication skills. Contributes fully to the work of teams. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures. Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client.

b. Education/Training

Higher Secondary education and completed higher vocational training leading to a formal technical or professional certification with 3 years function related experience or Secondary education and completed advanced vocational training 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.

c. Language

English - SLP 3322 - (Listening: Professional level, Speaking: Professional level, Reading: Functional level, Writing: Functional level)

The HQ's host nation language (Turkish) is required.

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

5. Desirable Qualifications

a. Professional Experience

FinS training is used to report on budget.

5 years experience in the field of financial administration.- Recent operational experience in the specific skill field at a senior headquarters. Knowledge of commonly accepted business and military methods of accounting and making disbursements and collections. Previous experience in Oracle Financials and/or the NATO Automated Finance System (FinS).

b. Education/Training

None specified

c. Language

None specified

6. Attributes/Competencies

• **Personal Attributes**: Tactful individual possessing sound judgment, flexibility, and persuasive personality. Excellent communication and negotiation skills. 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 operational requirements and international funding rules. 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 be able to work rapidly and cope with a heavy workload, must demonstrate a mature and diplomatic approach in dealing with foreign officers and NCOs, and must be able to work with minimum supervision. Must be capable of analyzing situations quickly and solving those IAW ACO directives. 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:** Liaises with subordinate, supervisory and key officials of LANDCOM HQ up to and including OF5 level on operational and mission critical issues. Assists fund managers, outreach activities and exercise POCs to identify, estimate and manage budget requirements. Provides professional support and coordination with internal directorate personnel as well as outside personnel and agencies such as higher HQ, supported units and national support elements.

- **Contribution To Objectives:** Makes a significant direct contribution to the objectives of all headquarters organizational elements for which funds are required. Incumbent's success in identifying and defending requests for funds has a substantial impact upon the ability of the headquarters to accomplish its mission.

This post reports to

- OLC BXBX 0010 - Branch Head (Budget and Disbursing) - A3/G17

There are no reporting responsibilities.

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 job description of this post.