NOTIFICATION OF A VACANCY
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Vacancy:
Job Title: Branch Head (Finance and Accounting)
Post Number: OJN BXFX 0010
NATO Civilian Grade: NATO Grade 20
Duty Location: Brunssum, The Netherlands
Post filling date: 1 July 2023
Closing date for applications: 30 October 2022

Our organisation
Joint Force Command Brunssum (JFCBS) provides a Joint Headquarters (HQ) to plan, prepare and conduct operations to support NATO’s core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR). The Finance Directorate (J8) is responsible for all financial operations and correct application of all funds approved for use by JFCBS.

The Finance & Accounting Branch is responsible for the full spectrum of compliant financial and accounting related to international and multi-national approved credits. The incumbent is responsible for directing and managing daily operations related to finance and accounting services needed by JFCBS HQ, Allied Command Operations (ACO) delegated budgets, reimbursable activities, NATO Security Investment Programs (NSIP), agreed Service Level Agreements (SLAs) requirements and Allied Operations & Missions (AOM’s) budget when acting as reach back.

The Branch Head (Finance and Accounting)
- Is responsible for the effective oversight and control of the accounting and financial reporting consistent with the NATO Accounting Framework (NAF) and International Public Sector Accounting Standards (IPSAS), the NATO Financial Regulations (NFRs) / Financial Rules and Procedures (FRPs) and all other applicable rules and regulation.
- Develops and promulgates financial and accounting instructions within the guidelines set forth in the NFRs/FRPs, NATO policies, ACO directives IPSAS, NAF and ACO Finance & Accounting Corporate Accounting Control (FINAC CAC) policies.
- Is the adviser to the HQ Financial Controller on Finance and Accounting matters.
- Is responsible for ensuring that requested commitments are within the appropriation and contract authorities
- Is responsible for authorizing expenditures in execution of each commitment following the confirmation and certification by the requirement holders.
- Coordinates at HQ level the financial end-of-year closure for both appropriated and non-appropriated (MWA) resources and prepare a complete set of Financial Statement on accrual basis in accordance with NAF and IPSAS for the Financial Controller certification and further consolidation at ACO corporate level.
- Establishes and maintains comprehensive accounting records of all assets and liabilities for the HQ.
- Is responsible for the performance of periodic control of assets data managed by the Property Accountable Officers (PAO), and production of ad-hoc reports related to property assets register and other financial report in accordance with the
requirement set by the NFRs/FRPs, NAF, ACO CAC Policies, and other applicable ACO Directives.
- Is member of the Property Survey Board (PSB), reviewing the justifications and supporting documentation of the proposed Property Plant and Equipment (PP&E) write offs. The PSB provides its recommendation and the method of disposal.
- Is member of the Morale and Welfare Activities Policy Committee (MWAPC), it provides functional supervision and advice in finance and accounting matters for non-appropriated funds.
- Coordinates with the Corporate Accounting Management section within CAC, ACO fixed assets accounting guidelines IAW IPSAS and NAF.
- Is responsible for reviewing the assets’ data information reported by the PAO in the Report of Survey (ROS) for the value of the assets and further submission for write-off approval.
- Liaises with NATO entities and other ACO commands for financial transactions.
- Is responsible for ensuring effective and efficient travel management services for personnel travelling on official duties. Advises the other stakeholders within the command for all aspects related to the administration of the travel service.
- Contributes to the revision of the ACO financial business processes improving the use of automated system within the organization and focusing on the potential benefits.
- Is responsible of the proper management of all the reimbursable activities including the compliance with the related regulations and safeguarding the international funding of the organization.
- Is responsible for the control and validation of the HQ monthly payroll and proper recording of the related expenditures.
- Initiates and influences internal controls mechanism in line with the ACO Financial Control Framework and in accordance with NFRs/FRPs, ACO Directives and Policies and IPSAS.
- Coordinates with the ACO CAC Branch on best practices for financial internal control and compliance within the Finance and Accounting area of responsibility.
- Contributes to the planning and performance of internal reviews of procedures to ensure that control are adequately designed and are operating effectively.
- Liaises with the internal and external auditors for reports of financial and performance audit of JFCBS HQ and programmes, including coordination of the follow-up on all audit recommendations, in close coordination with the CAC.
- Manages, and supervises the work programme of the branch by maintaining and updating detailed processes and procedures; prioritizing, assigning and guiding individual responsibilities; developing needed expertise and knowledge; evaluating performance; and identifying opportunities for improvement.
- Provides accounting advice in relation to reimbursable services for external NATO HQs, Agencies, and other organisations based on SLAs.
- Proactively participates in defining, mitigating and managing the risks within the functional area of responsibility in the Finance Directorate/J8 and actively contributes to implement and maintain the internal control framework of the Finance Directorate/J8.
- Supervisory Responsibilities: Has the overall responsibility for JFCBS Finance and Accounting Branch. Evaluates the performance of assigned staff.
Legal authority is held: Legally accountable for propriety of financial transactions and proper execution of financial obligations arising from contracts signed in the name of the HQ. Responsible for authorizing all payments to be made on behalf of the HQ.

Budget authority is held: Holds delegated authority to commit the organization to funding obligations, approving commitments up to Established Financial Limits (EFL) level 2B for JFCBS budget and level C for AOM budget.

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.

**Special Requirements**
The work is normally performed in a normal NATO office working environment/Secure office environment with artificial light and air (e.g. Bunker). Normal Working Conditions apply. The candidate has to be deployable.
The employee may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days of duration up to 183 days in any period of 574 days, and may be on short notice. For NATO International Civilian (NIC) staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

**Required Qualifications**
- University Degree in finance, accounting, business administration, economics, public administration, management or related discipline and 6 years post related experience
  
**OR**
- Higher Secondary education and completed advanced vocational training in related field / discipline leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.
- At least 5 years’ experience in organization engaged in financial management functions, coupled with at least 2 years’ experience in supervision and direction of staff.
- At least 2 years’ experience in the preparation of a complete set of Financial Statements in a commercial/public organisations.
- Practical experience with mainframe ERP systems (e.g. SAP, Oracle EBS) and MS Office automation software packages.
- English – good – NATO Standard Language Proficiency 3333 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.

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

Please be aware that candidates need to meet ALL required qualifications, the Civilian Personnel Selection Board will assess only these candidates in full.

**Desirable Qualifications**
- More than 7 years’ Experience as Chief Accountant, finance and accounting officer in major international/multi-national organization.
- 4 years’ experience and knowledge in IPSAS and/or IFRS.
- Experience in business process reengineering or change management.
- Experience operating automated financial systems in use in NATO military headquarters.
- A thorough understanding of NATO financial regulations and procedures.
- An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration or related field.
- Internationally recognized professional accountancy qualification (CPA, CMA, ACCA, CIMA or equivalent).

**Personal Attributes**
The successful candidate possesses following competencies:
- Excellent analytical skills;
- Independent judgement and critical thinking – attention to detail;
- Integrity;
- Very good planning and organizational skills;
- Excellent communication skills, both oral and written;
- Very good managerial skills;
- Very good interpersonal skills.

The successful selected candidate needs to complete a NATO medical examination and have a NATO security clearance before an employment offer will be released. The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform the duties and is deployable to NATO's areas of operation.

Due date for receipt of applications: Sunday 30 October 2022
Candidates have to apply electronically in NATO Talent Acquisition Program: [https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en)

Please be aware that a Selection Board will assess the information provided in the job submission including the answers to the pre-screening questions. Attachments are supporting documents and should not be referred to in the job submission.