



**HEADQUARTERS ALLIED AIR COMMAND**



D-66877 Ramstein-Miesenbach. Germany

**Primary Location:** Ramstein, Germany  
**NATO Body:** HQ AIRCOM  
**Schedule:** Full-time  
**Salary (Pay Basis):** € 10089.54 Euro Monthly  
**Grade:** NATO Grade G20  
**Clearance Level:** NATO SECRET  
**Contact Email – External:** [recruitment@ac.nato.int](mailto:recruitment@ac.nato.int)

**Description**

**The vacancy:**

Job Title:	Director of Finance (A8)
Post Number:	OAC BXXX 0010
NATO Civilian Grade:	NATO Grade 20
Duty Location:	Ramstein, Germany
Post filling date:	1 January 2025
Closing date for applications:	5 September 2024

**Organisation Summary and Post Context:**

The Allied Air Command (AIRCOM) is the Single Service Command (SSC) responsible for delivering Air and Space Power for Alliance Air operations and missions. Provides the core of the NATO Command Structure (NCS) Joint Force Air Component (JFAC), capable to establish suitable Command & Control (C2), to operate as a Joint Task Force (JTF) if so directed by SACEUR, and is the Air C2 competency organisation for the Alliance.

The A8 Directorate is responsible for ensuring proper finance and acquisition management including policy development, implementation and oversight of all budgetary, accounting and contracting activities throughout AIRCOM to support static/deployed, standing 24/7/365 and Air and Cyber Space activities in compliance with NATO Financial Rules and Procedures.

The Director of Finance (A8) is responsible for the correct application of all international and non-appropriated funds approved for AIRCOM-wide use (HQ AIRCOM and three subordinate units in three different nations). The Director of Finance (A8) executes internal control and risk management activities in accordance with NATO Financial Regulations (NFRs), and coordinates internal and external audits and establishes a system of internal financial and budgetary control, embracing all aspect of financial management.

This post reports to OAC GXCX 0010 - Chief of Staff - OF-7

**Main responsibilities:**

- As tasked by the ACO Financial Controller, provides representation to the Budget Committee on all matters with financial implications.

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- Serves as the senior responsible executive for all financial management operations at HQ AIRCOM and AC-wide subordinate units.
- Exercises technical supervision and control over the activities of subordinate staff and deployed forward detachments, which may be established.
- Manages the broad range of technical activities associated with the provision of financial support to headquarters and operations. It is essential for the incumbent to be familiar with all NATO procedures and systems associated with budget, accounting and acquisition, while at the same time keeping abreast of developments within the commercial sector.
- Directs technical experts with specific knowledge in various functional areas and reviews their output for quality and technical accuracy.
- As the Commander's principal financial management advisor, participates in planning activities throughout the headquarters, and renders advice on the affordability and cost-effectiveness of proposed new policies, plans, and requirements.
- Responsible to the Chief of Staff for directing the Budget, Finance and Procurement Branches, including oversight of the activities of, and the development of, local financial, budgetary, accounting, fiscal, internal control, contracting, and acquisition policies and procedures.
- As tasked by the ACO Financial Controller, acts in the delegated role of executive agent for operational budgets, managing execution of and accounting for credits allocated in support of missions; Provides augmentation and assistance to deployed units, and supports training of deployable technical staff.
- Oversees Headquarters compliance with Host Nation laws regarding tax exemptions.
- Contributes to development of financial framework policies and guidance for new programmes and initiatives.
- As tasked by the ACO Financial Controller or the Commander, represents SACEUR in MOU negotiation delegations. May attend external and internal Working Groups and Committee as a Member/Representative.
- Contract approval authority for the HQ. Authority to commit NATO by signing contracts and purchase orders. In addition authority to issue Letters of Agreement concerning financial issues. Legally accountable for banking arrangements with financial institutions and cash management arrangements negotiated with external NATO bodies.
- Analyses and provides judgment on the cost effectiveness and affordability of new policies, plans, and requirements. Coordinates on all command decisions with financial implications.
- Decisions made regarding the nature of the professional guidance and advice to the Command Group and to the Staff of the HQ will affect decisions that will commit the command within NATO to a financial course of action. Responsible to ensure that decisions made within the financial area are coordinated within the HQ and with the financial functions in lateral, subordinate and superior HQs.

### **Qualifications:**

- Minimum experience of 10 years in the field of financial administration, including at least 5 years at the senior management level is required; A minimum 5 years experience exercising supervision, direction and control over an organisation or staff consisting of at least 5 persons engaged in financial administration function is an asset.
- Masters Degree or equivalent in finance, accounting, business administration, economics, public administration or related discipline and 4 years post related experience is required.

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- Sufficient legal knowledge and experience to determine when legal aspects are material to financial decisions and procedures is required. An advanced university degree in law would also meet the essential requirements.
- A proven record of successful performance in challenging leadership positions.
- Knowledge of the capabilities of computing systems is required; Familiarity with appropriate accounting and computerized financial system operations (e.g., ORACLE Financials or similar ERP software) is an asset.
- Formal training in financial management is essential.
- Sound experience in controllership, budget management and international financing is desirable.
- Experience in NATO environment (NATO budgets and NATO Financial Regulations) is desired, with knowledge of NATO rules, procedures and regulations.

### **Language skills:**

English – NATO Standard Proficiency 4343 (Listening, Speaking, Reading and Writing)  
German, Italian, Spanish and French language skills are an asset.

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

### **Personal Attributes and Competencies:**

Personal Attributes: This posts requires a mature and tactful individual; possessing sound judgement; flexibility; and the ability to express himself/herself persuasively, both orally and in writing; able to analyse complex inter relationship between issues; to provide sound judgement based on sound logic, insightful, empirical analysis of data; while working under short time lines and pressure. The incumbent must possess the highest standards of integrity, acting with persuasion, in order to achieve decisions, which safeguard NATO's financial interests and image. The incumbent will be required to maintain a highly current level of knowledge regarding financial and acquisition management in government and industry, and is expected to critically analyse developments for potential applicability in the NATO environment. The incumbent directs the local implementation of new techniques. The incumbent must be able to travel frequently and work long, irregular hours.

Managerial Responsibilities: Serves as the head of the financial and acquisition function at HQ AIRCOM, exercising personal responsibility for the correct application of international and multinational appropriated funds approved for use by HQ AIRCOM and subordinate units. As A8 Division Head, participates/contributes in senior management fora. Establishes priorities and directs numerous activities, which require substantial external co-ordination with higher HQs and Host Nation authorities. Direct the HQ AIRCOM Financial Management Division and supervises the accounting and reporting of financial holdings and expenditure of HQ AIRCOM and subordinate units' annual budgets, NATO Security Investment Program, and non-appropriated funds. Ensures that the unique rules and procedures associated with each category of funding are followed with precision. Chairs the Contract Awards Committee (CAC).

Professional Contacts: Executes duties and functions requiring frequent internal and external high-level contacts, including coordination and negotiation with senior civilian and military leadership, national representatives, host nation governmental and non-governmental authorities that will involve major commitment of NATO resources and the forming of policies/procedures. In representing the organization, the Financial Controller will be expected to make commitments on

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behalf of the Command, and at times, on behalf of NATO as an organization. Exercises final decision authority within the Headquarters regarding the commitment of international funds. May participate in flag-level meetings and contribute directly to flag-level decision making within the Headquarters. Presentation and successful defence of funding requirements will require briefings to the Budget Committee accompanied by detailed screening of proposals and direct questioning of the incumbent.

### **Contribution to the Objective:**

The incumbent is the HQ AIRCOM and subordinate units' guarantor of integrity of the system of financial management of international and multinational funds on behalf of NATO nations and military commanders. The incumbent's work will affect the plans, policy, objectives and management of the AIR Command and NATO Air C2. The incumbent is the final authority for commitment of international and multinational funds with the Headquarters and attached organizations, and is ultimately responsible to the Air Commanders for AIRCOM-wide proper administration and expenditure of all military budget and multinational financial resources allocated.

**Supervisory Responsibilities:** Exercises final authority over recommendations made by subordinate supervisory staff (Branch and Section Heads) within the financial functional area AIRCOM-wide. Direct supervision, including technical guidance and supervision over the work of military and civilian personnel, some of whom will likely have advanced university degrees, at ranks ranging to OF-4. There are first line reporting responsibilities, plus functional supervision of BUDFIN branches at 3 subordinate units.

### **Special Requirements:**

The incumbent 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. This a mandatory deployment post. The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and outside NATO's boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The incumbent may also be directed to undertake operational duties supporting AIRCOM in its Air Power projection role, and when HQ AIRCOM executes its role as the NCS JFAC. When COM AIRCOM so directs, personnel will be assigned to a JFAC CE position to support operational tasks within the JFAC structure; this will require that the individual undergoes appropriate training and preparation. The expected deployment location will be HQ AIRCOM at Ramstein Air Base. Personnel may also be directed to support activities in the framework of delivering Air Power for the Alliance. All additional operational duties take precedence over peacetime tasks, involve regular/frequent operational training, and may lead to operational deployments or TDY assignments within and beyond NATO boundaries.

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.

### **Contract:**

The successful selected candidate must complete a NATO medical examination and have NATO security clearance before an employment offer will be released. AIRCOM's medical consultant must confirm the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

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In accordance with current policy and the NATO Financial Regulations and Procedures, newly recruited staff for Financial Controller positions will be offered a three-year contract that may be extended one time only, subject to a satisfactory recommendation and approval by the Budget Committee, for a further three-year period. Serving NATO International Civilian staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations but subject to the stated time limitations.

### **Recruitment process**

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobdetail.ftl?job=241239&lang=en>) Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

Particular attention should be given to the Education and Experience sections of the application form. Each section should be answered completely. Expressions such as “please see attached CV” or invitations to follow links to personal webpages are not acceptable and will be disregarded.

After submitting your application, you will receive an acknowledgement of receipt. In the absence of an acknowledgement, please make sure the submission process is completed or re-submit the application.

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.

Assessment and interviews are planned for October - November 2024.