SHAPE is looking for a financial assistant to perform the monthly financial closures for all business units within ACO and to assist with the annual consolidation of the ACO accounts. If you have experience with reconciliation of accounts, general ledger, financial reporting and enjoy working in a fast paced environment at a strategic level this post is for you.

GENERAL BACKGROUND:
SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

POST DESCRIPTION:
Location: Casteau/Mons, 60 Km south of Brussels (Belgium)
Division: FINAC

Post Context/Post Summary
SHAPE is the strategic level command responsible for the planning, preparation, conduct and execution of NATO operations, missions, activities and tasks as directed by Council in order to achieve the strategic objectives of the Alliance. The Directorate of Finance and Acquisition is responsible for all international and multinational appropriated and non-appropriated funds in ACO (Allied Command Operations). The responsibility encompasses supervision and oversight of subordinate ACO commands and development of financial and acquisition policies. The Directorate represents SHAPE/ACO in the Budget Committee, participates in the development of international agreements and the annual Consolidated Resource Plan (CRP), and advises/assists the SHAPE Command Group with respect to Military Budget-funded requirements. The Directorate plans and executes the annual ACO military budget with
the contracting, finance and accounting, and cash management it entails whilst ensuring coordination with external entities is observed.

The ACO Corporate Accounting and Control Branch (ACO CAC) is responsible for developing policy, procedures and revision of processes for finance and accounting, and cash management ACO-wide including financial activities related to SHAPE HQ, in line with the established NFRs/FRPs including internal control functions and financial risk management. Ensure that financial reporting and property accounting activities reflects proper accountability and transparency.

The branch ensures that financial resources are managed efficiently and reported in a clear and comprehensive manner, is maintaining the official centralized accounts and producing financial statements for the nations which present a true and fair picture of the financial situation of the Allied Command Operations. Provides corporate functions ACO-wide and assumes full responsibilities for the Centralized Finance and Accounting services located at SHAPE HQ.

The Corporate Accounting Management Section is in charge to develop policy, procedures and revision of processes for ACO, based on international accounting standards and NFRs, to coordinate the ACO consolidated financial statement process, to monitor and control the general Ledger accounting book ACO-wide, to prepare the calls for funds from NATO Member nations and to ensure that financial reporting and property accounting activities reflects proper accountability and transparency.

**Principal Duties**

The incumbent's duties are:

1) Assists in the preparation of end of year and end of month guidance for all ACO commands.

2) Is part of the team in charge of the preparation of the consolidated annual financial statement process for ACO.

3) Controls the proper execution of accounting transactions and reconcile outstanding transactions for all modules ACO-wide (AR, AP, PO, CM, FA, GL). Ensures the proper analysis and reconciliation of all subledgers vis-à-vis the general ledger module.

4) Provides guidance on appropriate preparation, review and approval of accounting transactions and General Ledger account balances, including General Ledger reconciliations and certifications.

5) Performs the month-end close process for all business units within ACO and year-end close process ACO-wide.

6) Communicates impact of accounting policy changes to his/her Section Chief.

7) Assists with the response and resolution of accounting audit issues.

8) Works with the NATO Financial Systems to ensure proper accounting, data integrity, proper General Ledger coding, and proper application of accounting rules.

9) Maintains knowledge of current accounting practices and regulatory requirements.

10) Assists in the implementation, modification, testing and documentation of revised and new accounting policies, control procedures and processes.

11) Contributes to knowledge management through documenting systems and processes with relevant technical knowledge and expertise.

12) Contributes to the development and support of a standardised Chart of Account, the test of ERP updates and customisations, and ad hoc reports.

13) Develops customized reports for the ACO community in the NATO Financial System.

14) Supports the implementation and compliance of policies, directives and international accounting standards.

15) Is part of the key user team for the development of ACO centralized accounting strategy and implementation of upgraded accounting system. Advises consultants and
subordinate professional staff concerning needed changes and improvements in financial systems for implementation.

16) Is part of the team in charge of the ACO Annual Financial data for all ACO MWA activities.

17) Performs the recurring analysis and follow-up of the iterative process to smooth the preparation, the transparency and accountability of the official ACO General Ledger data.

18) Maintains the ACO Chart of Accounts and contributes to the analysis and preparation of financial reporting ACO-wide.

19) Performs the creation/update of the ACO Master Data in line with ACO policies and directives.

20) Contribute to the maintenance of the Master Data SOP.

21) Any other duty as required by the management.

Special Requirements and Additional Duties
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries up to 30 days.

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.

Essential Qualifications

A. Professional/Experience
1) At least 3 years of experience in all activities involved in control of accounts and financial transactions.
2) At least 3 years of practical experience in performing accounting reconciliations of General ledger with the sub-ledgers and analysis.
3) Minimum of 3 years of progressively responsible experience in financial related fields including professional experience in accounting/financial reporting.
4) Broad practical experience (at least 3 years) as user and/or analyst of financial ERP modules such as AP, AR, GL, PO, CM, travel.
5) At least 3 years of experience with office-automated software packages, in particular, spreadsheets.

B. Education/Training
Higher Secondary education and completed higher vocational training in accounting, finance, management, business administration, public administration, economics 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 4 years post related experience.

C. Language
English - SLP 3322 (Listening, Speaking, Reading and Writing)
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
Desirable Qualifications

A. Professional Experience
1) At least 2 years of experience as Principal Analyst or administrator at corporate level.
2) Extensive experience with ERP system in the public or private sector.
3) In-depth knowledge of office automated software packages (i.e. Microsoft Office).
4) Experience and knowledge in the application of NATO financial rules and regulations.
5) Familiarity and hands-on experience with the automated financial systems in use in ACO (Oracle E-business Suite).
6) Financial and accounting experience in NATO or in a major international organization.
7) Analytical skills, as well as the curiosity and learning agility necessary to be successful in a complex organization with evolving financial and operating systems.
8) Experience in drafting policy documents, including briefing notes and reports on financial and accounting.

B. Education/Training
1) Formal training and experience in the implementation/application of International Accounting Standards (IPSAS/IFRS).
2) Degree in accounting, finance, business administration, or related field.

Attributes/Competencies

A. Personal Attributes
The incumbent will need to display a high degree of proactivity, professionalism and technical expertise in performance of his/her assigned duties. He/she will need to be aware of the legal and economic aspects of every potential transaction. In his/her work, the incumbent must demonstrate a high energy level, personal integrity, and a sense of loyalty to the organization. He/she must have strong ethics and sound business judgement for working in a financial environment.
Strong skills in analyzing complex and novel issues in international standards/directives.
Excellent skills in drafting policy documents, briefing notes and reports on financial and accounting.
The incumbent will have to demonstrate tact, diplomacy and good judgement when dealing with a broad range of ACO finance and non-finance personnel.

B. Professional Contacts
Individual has daily external contacts with the financial community in ACO. The incumbent interacts routinely with financial managers (A3/4), Legal Officers (A4/A5) or military equivalents and disbursing officers through ACO ensuring efficient use of available resources.

C. Contribution To Objectives
Correct performance of all functions contributes to ACO compliance with statutory reporting requirements directed by the Nations. Contributes directly to operational mission objectives through provision of accounting support to all the ACO HQs.
This post reports to OSC BTA 0010 - Section Head (Corporate Accounting Management) - A-3 (as part of the NCS-Adaptation).

D. Supervisory Responsibilities
There are no reporting responsibilities.
**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 tests and interviews are expected to be held at SHAPE on Wednesday 01 and Thursday 02 April 2020.

**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.

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

**Essential information must be included in the application form.** Particular attention should be given to Education and Experience section of the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable and will be disregarded. All answers should be in English (preferably) or in French.

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications.

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.

Remarks:
A) Only nationals from the 29 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.
D) Candidates’ individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.