VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

Financial Assistant (200890)

Primary Location: Belgium-Brussels
NATO Body: NATO International Staff (NATO IS)
Schedule: Full-time
Application Deadline: 17-Jan-2021
Salary (Pay Basis): 3,931.35Euro (EUR) Monthly
Grade B.4/ NATO Grade G10
Clearance Level NS

Description

1. SUMMARY

The BICES Group Executive (BGX), a NATO entity, is the executive body of the BICES Group (BG). The BG exists to enable the sharing and exchange of Intelligence/Information between and amongst the NATO nations, with NATO and with other non-NATO nations and Organizations.

The incumbent will work in the Financial Management Office and will monitor and execute all travel requirements for the BGX and the Intelligence, Surveillance and Reconnaissance Cell (ISR). Additionally s/he will assist with the budget management of ISR and with procurement requirements.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- At least 4 years of experience in comparable duties.
- General education level equivalent to secondary education.
- Experience in organizing meetings or with programme administration.
- Previous experience in budget planning and monitoring.
- Familiarity with modern office equipment and computer-based support tools (such as word processor, spreadsheets and database).
- Possess the following minimum levels of NATO’s official languages (English/French): V (“Advanced”) in one and I (“Beginner”) in the other.

DESIRABLE

The following qualifications are desirable:

- Post-secondary or higher education.
- Experience with Oracle E-Business Suite.
- Experience within an organisation that includes both military and civilian personnel.
• Working knowledge of NATO organisations and procedures.

3. MAIN ACCOUNTABILITIES

Travel Management

Provide support for BGX and ISR personnel and hosted agencies/programmes travelling on official duty. Provide travel services to candidates in arranging pre-paid travel bookings, coordinating hotel accommodations and providing travel advice as required. Review the BGX travel requirements and determine the most economically appropriate mode of transport in accordance with current travel regulations. Update the financial systems in the travel-related area, to accurately record incurred travel and related expenditures. Confirm the reservation of tickets through Travel Management Company (TMC) for air, ferry and rail travel, as required. Confirm the reservation of rental cars through TMC and local rental car agency. Monitor and provide guidance to the TMC to ensure all requested travel is booked in a timely manner and in accordance with current regulations and contractual requirements. Maintain travel statistics and provide information, advice and reports on travel-related services to relevant administrative and financial areas as required. Assist in the development and review of standard operating procedures and provide training for other section personnel as required. Act as super user and provide assistance as necessary, including training to Staff, in the deployment and operations of the new travel management processes and related systems.

Financial Management

Assist in the preparation of the Medium-Term Financial Plans, Mid-Year Review and Budget Estimates for the ISR Budget and the Financial Statements. Coordinate the ISR financial data with the ISR Cell Chief or delegate, as necessary. Prepare other financial reports, as necessary.

Procurement

Assist with the source selection process. Verify requirements and specifications. Compare prices of various vendors to ensure best price/quality ratio. Ensure appropriate commitment of funds, checking the availability of credits. Record the purchase orders into the accounting system. Coordinate and give advice across the BGX to ensure conformity of equipment to be used where possible and to take advantage of cheaper bulk purchases. Liaise with providers to agree on timely deliveries. Review regularly procurement activity to maintain cost effectiveness, and identify and propose solutions. Monitor the purchasing forecasts in the context of projects, programmes and activities. Follow-up with purchase orders, which includes: receiving and checking all deliveries; monitoring deliveries and communicating them to all stakeholders; verifying deliveries (amount, specifications) against orders, and invoices and recording receipts into accounting system; organising shipments of special equipment (crypto), in accordance with relevant procedures.

Planning and Execution
Organise own workload to ensure accurate and on-time execution of duties. Perform duties in accordance with the BGX financial and procurement rules and procedures.

**Organisational Efficiencies**

Have excellent organisational and prioritization skills. Provide suggestions to improve office procedures within the Section. Find ways to be faster, better and more effective in managing information and tools.

**Stakeholder Management**

Maintain close working relationships with all Divisions and in particular the ISR Cell in the Section. Promote and maintain professional relations with officials, both military and civilian, within nations and NATO, as well as civilian authorities and suppliers.

**Knowledge Management**

Maintain well-structured electronic filing systems. Collect, categorise, and track relevant information required for various tasks and projects.

**Information Management**

Format documents, including tables of figures requiring careful presentation using the standard software packages used by NATO (Word, Excel and PowerPoint). Prepare reports and other statistics, in line with organisational requirements. Perform any other related duty as assigned.

4. **Interrelationships**

The incumbent reports to the BGX Financial Officer. The incumbent will perform her/his duties largely in an autonomous manner but also under the direction of the Senior Financial Assistant (for travel and financial management) and under the direction of the Senior Procurement Assistant (for procurement).

Direct reports: N/A
Indirect reports: N/A.

5. **Competencies**

The incumbent must demonstrate:

- Clarity and Accuracy: Checks own work;
- Customer Service Orientation: Takes personal responsibility for correcting problems;
- Empathy: Listens actively;
- Flexibility: Acts with flexibility; responds reliably and competently to changing requirements;
- Initiative: Is decisive in a time-sensitive situation; works well in an autonomous manner;
- Organisational Awareness: Understands the Organization's structure;
- Teamwork: Expresses positive attitudes and expectations of team or team members.

6. **Contract:**
This post is a limited duration project post. The incumbent will be offered a definite duration contract of two years, with the possibility of extension, subject to funding and project requirement. The first six months of the contract will be considered as a probationary period.

7. **RECRUITMENT PROCESS:**
Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: [www.nato.int/recruitment](http://www.nato.int/recruitment)

Please note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate’s medical file by the NATO Medical Adviser.

More information about the recruitment process and conditions of employment can be found at our website ([http://www.nato.int/cps/en/natolive/recruit-hq-e.htm](http://www.nato.int/cps/en/natolive/recruit-hq-e.htm)). Please note that the BICES Group Executive is not a NATO HQ International Staff (IS) subordinated body and some of the policies applicable to IS members may differ.

8. **ADDITIONAL INFORMATION:**

**Salary value as per 2020. Subject to future adjustments in accordance with North Atlantic Council decision.**

The BICES Group Executive is a NATO body. NATO as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply.

Building Integrity is a key element of NATO’s core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector.
Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

Minimal travel maybe required.

The BGX offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements.

The BGX is located at NATO Headquarters in Brussels, Belgium, and it is a normal office and non-smoking environment. The work, both oral and written in this post and in this organisation as a whole, is mainly conducted in English.