



JWC VACANCY
NOTICE 250441

Job Title: Financial Controller

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 129,727.00 NOK Monthly

Grade: G20/A-4

Clearance Level: NATO Secret (NS)

Application Deadline: 6 April 2025

Description

Are you looking to lead a finance team in a dynamic and evolving environment? The Joint Warfare Centre (JWC) is looking for an experienced finance manager to lead our budget and finance team. The Financial Controller is the JWC's principal financial adviser and is responsible for budgeting, accounting, procurement and internal review activities. The successful candidate will have excellent management and interpersonal skills and will have experience briefing senior officials and resources committees.

Summary

The JWC plans, prepares, and executes static and distributed joint operational level training in support of Warfare Development and Warfighting readiness.

The Financial Controller has direct access to, and serves as, the principal financial adviser to the Commander. The Financial Controller is also the Head of the Office of Budget and Finance which provides budgeting, expenditure control, accounting and treasury, disbursing, purchasing and contracting, travel services and the internal review function.

In accordance with delegated authorities and responsibilities, the Financial Controller provides advice on all matters of international finance to include appropriated and non-appropriated funds, effective internal control of command financial activities, and efficient utilisation of assets and available resources.

The Financial Controller is functionally accountable to the ACT Financial Controller for technical aspects of administering ACT Financial and Budgetary Control Systems in accordance with NATO Financial Regulations, Financial Rules and Procedures and ACT Directives/Manuals. He/she represents the Commander on committees, boards and working groups as required and leads negotiations and implementation of financial arrangements regarding Host Nation Support with MOD Norway and designated agencies.

REPORTS TO

Commander, Joint Warfare Centre

PRINCIPAL DUTIES

The Financial Controller is twin-posted with the Branch Head (Budget & Finance).

The incumbent's duties are:

- Serves as the senior responsible executive for all financial management operations at JWC.
- Serves as the Commander's senior financial management adviser.
- Provides representation to the Budget Committee on all matters with financial implications, as tasked by the ACT Financial Controller.
- Chairs the Contract Awards Committee (CAC) and is responsible for award of all contracts in accordance with NATO Financial Regulations.
- Establishes local financial, budgetary, accounting, fiscal, internal review, financial risk management, procurement and contracting policies and procedures and issues supplementary written guidance for local implementation of NATO regulations and SACT directives.
- Administration of the automated financial and budgetary control and accounting system for JWC and supported tenant commands and activities.
- Develops and promulgates JWC budgetary guidance; analyses and screens resource requirements submitted staff elements for eligibility and affordability; provides advice to the Commander on prioritization; and prepares JWC budgets estimates and other requests for funds.
- Establishes budget submission figures for elements within the HQ.
- Manages JWC procurement activities.
- Provides a travel office service for HQ duty travellers.

- Formal internal reviews and analyses of all JWC accounts and all JWC activities with financial implications.
- Preparation of financial and contracting elements of mission operational plans.
- Acts in any delegated role of executive agent for operational budgets, managing execution of and accounting for credits allocated in support of missions.
- Hosting meetings or chairing committees/working groups connected with financial administration.
- Acts as financial consultant in MOA/MOU/SL negotiation delegations.
- Contributes to development of financial framework policies and guidance for new programmes and initiatives.
- Acts as the focal point in JWC to whom new financial management issues and unprecedented problems are elevated for resolution.
- Ensures the proper professional and technical training for the JWC BUDFIN staff; as required to other staff in functional areas related to financial administration; and as tasked provides training to staff from other HQs or organisations.
- Provides professional advice and support to NEC CCIS SSC under MOA and delegations from ACO, and as required to JALLC, JFTC and NCIA Squadron Stavanger.
- Negotiates and executes financial arrangements of Host Nation Support (HNS) and administers tax exemptions and other JWC staff privileges.
- Ensures the financial control and viability of activities supported by non-appropriated funds.
- Exercises technical supervision and control over the activities of subordinate staff and deployed detachments, which may be established.
- The JWC Financial Controller is functionally accountable to the ACT Financial Controller in accordance with NATO Financial Regulations paragraphs 6.1.h and 6.3.
- Management and prior approval of commitments.
- Authorises transfers of approved authorisations in accordance with delegated authority.

Legally accountable for the negotiation and maintenance of Letters of Agreements, Memoranda of Understanding, all budget decisions, purchasing and employment contracts made by the HQ and subordinate HQs and units within the chain of command. Signature of orders will commit assigned organisations and agencies to actions for which NATO will be held legally and financially accountable.

Holds delegated Financial Controller authority for managing the Command budget and elements of centralised budgets allocated to the Command by the Budget Committee (BC), the Infrastructure Committee (IC) or any other NATO Budget authority. Has authority to commit NATO by signing contracts and purchase orders.

Authorised to make decisions within assigned functional area. Such decisions should be also coordinated within the HQ and with the same functional area in lateral, subordinate and superior HQs. Such decisions will affect the commitment of the command within NATO to a course of action. Authority to task and intervene to adjust the day to day work priorities of the assigned functional area staff.

ESSENTIAL QUALIFICATIONS

Professional/Experience

- At least 8 years' work experience in a related field.
- At least 5 years' supervisory experience in an administrative or financial function.
- A proven record of successful performance in leadership positions.
- Experience with NATO or other multi-national/international organisations to include engagement with resources committees.
- Experience applying legal frameworks to financial decisions and procedures.

Education/Training

- University Degree in finance, accounting, business administration, economics, public administration or related discipline or Higher Secondary education and completed advanced vocational training in finance, accounting, business administration, economics, public administration or related discipline.

Language

- English – Advanced

DESIRABLE QUALIFICATIONS

Professional/Experience

- Knowledge of an automated accounting system.
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Accounting Certification.
- Knowledge of a Project Management Tool (i.e., Prince 2).

Education/Training

- Master's Degree in finance, accounting, business administration, economics, public administration or related discipline.

Language

- Norwegian – Intermediate

ATTRIBUTES/COMPETENCIES

Personal Attributes

- Ability to plan and organise financial processes and activities to support the achievement of organisational goals.
- Provides sound judgement and decisions in compliance with NATO Financial Regulations or other rules.
- Good people/team manager.
- High standard of integrity.
- Excellent interpersonal and communication skills and must be capable of using tact and persuasion when dealing with senior officials.
- The incumbent must be in good health, able to travel frequently and work irregular hours.

Managerial Responsibilities

- Exercises personal responsibility for the correct application of funds approved for use by the organisation.
- Participates/contributes in senior level management fora at JWC.
- Oversees estimation, screening, approval, and execution of budgets.
- Supervises financial accounting and reporting.
- Manages the procurement and contracting function and chairs the Contract Awards Committee.
- Heads BUDFIN. There are first line reporting responsibilities for the following staff: 1x OF-4; 3x A-3

WORK ENVIRONMENT

The work is normally performed in a typical office environment.

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

HOW TO APPLY FOR A NATO CIVILIAN POST AT JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the 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) will not be accepted.

NTAP allows for the adding of attachments. Candidates are advised to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational training held to support their application.

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.

Applications will not be accepted after the deadline.

Remarks:

Notes for candidates: The candidature of NATO redundant staff at grade G20/A-4 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G20/A-4, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Term of Appointment:

In accordance with the NATO Financial Regulations, the term of appointment for a Financial Controller is for a period of three years which may be renewed one time only for a further three-year period. Applications from seconded staff are therefore strongly encouraged.

Contract:

The successful applicant will be offered a three-year definite duration employment contract after which a further contract may be offered. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

The starting basic salary is NOK 129,727.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int