

	<p>NATO AEW&amp;C PROGRAMME MANAGEMENT AGENCY</p> <p><b>NOTIFICATION OF VACANCY</b></p>
Post Title	Principal Finance Assistant
Post Number	FCA02
Duty Location	Brunssum, The Netherlands
NATO Grade	G12 / B5
Nation	NU
Division/Office	Financial Controller's Office
Branch/Section	Accounting
Clearance	NATO Secret (NS)
Manages/Supervises (no. of staff)	n.a.
Closing Date	Friday, 23 May 2025
Point of Contact	Human Resources & General Services Office <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a>
Application Details	<p>A NAPMA Application Form of any applicant should be forwarded by email to <a href="mailto:recruitment@napma.nato.int">recruitment@napma.nato.int</a>. The application form can be downloaded at <a href="http://www.napma.nato.int">www.napma.nato.int</a>.</p> <p>NAPMA can only employ nationals from the NATO Nations for this position.</p>

**1. POST SUMMARY**

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency and specifically in the Financial Controller's Office, the Principal Finance Assistant supports the Accounting Officer in all accounting work in accordance with the responsibilities laid down in the NAPMO Financial Rules and Procedures (FRP) and ensuring that the accounts are maintained in a timely, complete and correct way in accordance with the NAPMO Financial Regulations (NFR) and the International Public Sector Accounting Standards (IPSAS), ensuring that all financial obligations are in agreement with the approved budgets and are recorded and spent against the proper budget lines.

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## 2. PRINCIPAL DUTIES

The Principal Finance Assistant is responsible to the Accounting Officer (FCA01) for the following duties:

- Responsible for accurate and timely entries of financial data into the Enterprise Resource Planning (ERP) system.
- Ensure sufficient audit trail for all financial data entered into the ERP system.
- Perform accuracy checks on financial data entered into the ERP system.
- Perform regular reconciliations between accounting, budgeting, treasury, and other related documents to ensure their accuracy and completeness.
- Ensure compliance of financial data and supporting documentation with regulatory frameworks and internal directives.
- Analysis complex financial data from multiple source for direct supervisor.
- Support the Accounting Officer in preparation and production of the Annual Financial Statements.
- Prepare data and documentation to support internal and external audit processes.
- Provide financial matrix support for NAPMA processes (e.g. currency management, third party projects, financial accreditation, banking relations, Foreign Military Sales).

## 3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform other related duties as directed.

## 4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

### Qualifications:

- Higher vocational training in a finance-related discipline with 3 years post-related experience.
- Or a secondary educational qualification with 5 years of post-related experience.

### Experience:

- Experience in a large organization, preferably in an international environment, in the area of finance.
- Thorough knowledge of complex automated accounting systems e.g. financial modules within an Enterprise Resource Planning (ERP) system or equivalent.
- Possess a good working knowledge of spreadsheets, database queries and word processing.

## 5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- University degree (Bachelor) in Finance, accounting or business related disciplines.
- Previous experience in NATO or national organizations performing similar duties.
- Knowledge and experience with NATO Financial Procedures.

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- Working knowledge of the NATO Accounting Framework and, relevant experience in applying International Public Sector Accounting standards (IPSAS).
- Experience with SAP (Financial Accounting/Controlling) is considered a strong advantage.

### **6. ATTRIBUTES / INTERRELATIONSHIPS**

All NAPMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

### **7. LANGUAGE REQUIREMENTS**

Must be fluent in one of the two NATO official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

### **8. REMARKS**

This grade is expected to be experienced, competent, and a self-starter who can work with relaxed supervision but not necessarily someone who generates initiatives. At this level, some supervisory and junior management duties are expected although the level of technical responsibility might be sufficient by itself to warrant the grade.

The ability to study individual cases and carry out complex administrative or technical tasks with a minimum of supervision is expected. At this grade, there will normally be a requirement to formulate recommendations and suggestions within the functional area.

Any candidate should be in possession of a NATO Secret (NS) security clearance when taking up the position.

When applying for a NAPMA vacancy, it is necessary for NAPMA to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment.