TALEO Job Number: 200662
Vacancy Number: B05/0820
Post Number: OSC BXTC 0040
Job Title: Principal Treasurer (ACO Cash Management)
NATO Grade: B-5 / NATO Grade 12
Basic Monthly Salary (12 x per year): 4,449.34 €, tax free
Closing Date: 1 November 2020

SHAPE is looking for a Treasurer to assist with the management of cash activities ACO-wide. If you have experience with fixed asset accounting, reconciliation of accounts, general ledger analysis, 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 provides an integrated Strategic Effects framework, employing a multi-domain and multi-region focus to create a 360-degree approach, with the flexibility to enable, upon direction, a seamless transition from Baseline Activities and Current Operations (BACO) up to the Maximum Level of Effort (MLE). SHAPE supports SACEUR in fulfilling his terms of reference, as directed by the North Atlantic Council. The Finance and Acquisition Directorate is responsible for all international and multinational appropriated and non-appropriated funds in ACO. 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 (CAC) Branch performs delegated financial controller functions for the Allied Command Operations (ACO) HQs.
The ACO Cash Management Section is responsible for cash management matters at the ACO corporate level.
The incumbent is the Deputy Section Head responsible for the cash management activities ACO-wide.

**PRINCIPAL DUTIES**
The incumbent's duties are:
1) Identifies and assess investment strategy for all liquidities managed by ACO Cash Management, including the choice of the types of instruments to use.
2) Monitors and evaluates international financial markets and escalates investment maturity strategies accordingly.
3) Monitors credit risk and ratings changes.
4) Contributes to the performance and the revision of internal review of ACO Cash Management procedures and control to ensure that controls are adequately designed and are operating effectively.
5) Analyses current risks and escalate any potential risks that can affect ACO within the area of cash management.
6) Provides support for the overall monitoring and control of the ACO Cash Management processes in line with segregation of duties foreseen in the NFRs/FRPs and with the approved ACO risk financial management assessment.
7) Develops financial reporting instruments to monitor and assess daily cash requirements for all liquidity managed by ACO.
8) Directs the execution of foreign exchange transactions.
9) Responsible for daily operations related to investment and foreign exchange transactions.
10) Analyses the list of financial institutions to be used by ACO, including limits.
11) Manages daily cash requirements to insure adequate levels of cash are available to meet operational requirements.
12) Forecasts, monitors and tracks currencies with the aim of developing cash flow models that ensure the appropriate level of funding of global cash positioning and optimal currency exposure forecasts.
13) Prepare the call of funds from NATO Member Nations, namely for NCSEP, AOM, NAEW, NSIP including the related accounting treatments. Assess and monitors the outstanding credits and their impact on the ACO cash flow
14) Prepare the calls for the ad-hoc projects (SIS Calls for the SHAPE International School, EU, etc) within means and capabilities. Assess and monitors the outstanding credits and their impact on the projects cash flow
15) Responsible for the ACO Credit/Debit cards support including revision of the requirements, issuance, processing, daily transaction balancing and handling disputes.
16) Responsible for the ACO Cash Management reconciliation of the ACO General ledger following the ACO Standard Operating Procedures and Internal Policies (monthly reconciliation, quarterly reconciliation and preparation of the annual closure in line with the adopted accounting principles and standards)
17) Works closely with other areas on developing reports for cash forecasting to be presented to the Branch head for further action.

18) Is member of the bank signatory panel.

19) Contributes to the collection of the necessary information for audit and control by internal and external audit team.

20) Drafts proposal and supports the process improvement and automation regarding Cash Management, Treasury, Internet Banking in line with ACO Policies, Directives and international accounting standards.

21) Prepares and updates desk cash management guidance.

22) Prepares written responses to internal and external formal inquiries for the revision of the Section Head/ Branch Head

23) Provides onsite assistance and training and resolving customer service issues.

24) Is part of the key user team for the development of ACO centralized financial system.

25) Supports the Section Head and/or the Branch Head Directs in the management of ad-hoc projects like Trust Funds, Nation Borne Costs, SIS Projects within means and capabilities

26) Is the Deputy ACO Cash Management Section Head.

**SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES**

The employee 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.

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.

**ESSENTIAL QUALIFICATIONS**

**A. Professional/Experience**

1) At least 2 years of professional experience in accounting, finance, or business management.

2) At least 2 years experience in control of accounts, cash flow, financial activities, in the preparation of financial analysis and financial statements.

3) Minimum of 2 years of progressively responsible experience in financially related fields like cash management and accounting.

4) Minimum of 2 years of experience in performing comprehensive analysis on impact of new policies on the organization business processes and proven ability to provide support in the practical implementation of the change required.

5) At least 3 years in depth knowledge and practical experience with a operation of automated accounting systems used in private or private sector (ERPs), as well as office-automated software packages, particularly spreadsheets and presentation software applications.

**B. Education/Training**
Higher Secondary education and completed higher vocational training in finance, accounting, business administration, economics, public administration, management 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 5 years post related experience.

C. Language
English - SLP 3333 (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.

DESI RABLE QUALIFICATIONS
A. Professional Experience
1) At least 3 years of experience as an accountant, finance officer, Treasury Officer in a major international/multi-national organization.
2) Familiarity and hands-on experience in operation of automated financial systems in use in NATO military headquarters.
3) At least 3 years of experience and knowledge in the application of NATO financial rules and regulations.
4) 2 years of practical expertise in cash and foreign currencies management, including a deep knowledge of all related accounting treatment.
5) Demonstrated ability to operate electronic banking systems and knowledge of standard applications.
6) At least 2 years of practical experience in the preparation of cashflow and cash flow forecast at corporate level.
7) At least 3 years of demonstrated experience in a corporate finance and accounting function, including the preparation of consolidated financial analysis, reporting and financial statements.
8) At least 3 years of practical knowledge and experience in the application of international accounting standards (IPSAS and/or IFRS).

B. Education/Training
Advanced university degree (MS, MA, MBA, MPA or equivalent) in finance, business administration, management, accounting or related discipline.

C. Language – N/A

ATTRIBUTES/COMPETENCIES
A. Personal Attributes
As the Deputy of the ACO Cash Management Section, the incumbent performs day to day interface with Authorising Officers and other key persons in the area of Cash management and disbursing.
The incumbent is required to exercise a high level of professional knowledge of commercial banking procedures and government accounting standards and, in this capacity, the incumbent will be expected to apply technical expertise and sound judgment to solve the majority of problems which emerge on a routine basis.
He/she will deal with both professionals and non-professionals, which requires patience and sound judgment.
The incumbent will need also to have excellent analytical skills, the ability to cope with multiple tasks effectively and demonstrated management skills in a multi-cultural environment. The incumbent must be a mature, tactful individual possessing sound judgment and flexibility, he/she must be able to express himself/herself clearly and persuasively, both orally and in writing and capable of working with limited supervision. He/she will deal with both professionals and non-professionals which requires patience and sound judgment.

B. Professional Contacts
The incumbent will routinely interface with a variety of individuals and organisations, including the following:
   a) commercial banks in connection with the contractual agreements signed.
   b) With a variety of users at all professional levels to provide advice and guidance, and informational/decision briefings. These include Senior Financial Officers in grades up to A4, and senior staffs in other Divisions within SHAPE and other NATO HQ & agencies.
   c) With specialist activities within the organisation to solicit information and guidance on technical aspects affecting the operation of the tools in use.
   d) He/she will deal routinely with auditors (A4 level) from the International Board of Auditors for NATO.

C. Contribution To Objectives
The incumbent is responsible for ensuring the integrity of cash management data used in reporting and decision making by the Branch Head. The incumbent contributes to mission objectives by proactively identifying problems for resolution by the Branch Head, ACO CAC, thereby ensuring solvency of the ACO organisation. The incumbent provides direct support to operational mission objectives through accurate operation of complex contingency funding mechanisms.

The incumbent must be able to advise on revised methods and plans to achieve the financial management obligations and objectives of the organisations participating in the system.

This post reports to OSC BXTC 0010 - Section Head (ACO Cash Management) - A-3.

D. Supervisory/Managerial Responsibilities
The incumbent may eventually be responsible for the functional supervision of additional staff dedicated to manage liquidity under SLAs.

There are no reporting responsibilities.

The incumbent deputizes for the Section Head of the ACO Cash Management.

REMARKS:
The candidature of NICs who are redundant / unplaced from NCS-A will be given priority consideration provided their CHRM notifies SHAPE Recruitment Section by not later than the vacancy’s closing date.

*Given the COVID19 situation the selection process for this post will proceed in phases at dates to be fixed according to the evolution of current limitations. On-line tests and interviews are expected to take place on 26 November 2020 and 2 December 2020 respectively.*

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.
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 30 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.