SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 190863
Vacancy Number: A04/0419
Post Number: OSC BTC 0010
Job Title: Section Head (ACO Cash Management)
NATO Grade: A-3
Basic Monthly Salary (12 x per year): 6,746,10 €, tax free
Closing Date: 14 November 2019

SHAPE is looking for an experienced individual to fill the post of Section Head responsible for the Corporate Cash Management Section in a professional Finance Branch. If you are experienced in monitoring cash flows and managing bank accounts, dealing with treasury and financial risk management and enjoy working in a dynamic environment 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 NATO Financial Regulations/Financial Rules and Procedures (NFR/FRP) 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, maintains the official centralized accounts and produces 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 section is responsible for the corporate cash management activities. As such, it monitors cash flow and control money transmission tools, manages bank accounts, maintains financial records, performs banking operations, provides financial advice and handles the cash management system within ACO. It coordinates the organization treasury and financial risk management, ensures transparency and accountability of ACO financial inflows and disbursements, sets policies and strategies for mitigating and controlling financial risks in line with NFRs and ACO tolerance of financial risks.

**PRINCIPAL DUTIES**

The incumbent is:

1. Responsible for performing day to day activities of the Corporate Cash Management section. This includes
2. Manages the cash resources of ACO and reports to the Branch Head on the cash flow situation ACO-wide on a regular basis.
3. Recommends to the Branch Head investment options for surplus funds at the highest and safest rate of return with due regard to liquidity and convertibility and in accordance with the established NATO policy and procedures.
4. Coordinates the implementation of process and system enhancements to improve data accuracy and analysis capabilities related to Treasury risk, liquidity, and cash management operations.
5. Develops and implement interest rate risk in liquidity and banking book risk system for ACO and related projects.
6. Develops and implements strategies to minimise ACO's foreign currency exposures.
7. Effects the disbursement of ACO funds and funding of the operations providing them with advice on Treasury matters as necessary
8. Prepares periodic reports on cash position, exchange rates, miscellaneous incomes and cash flow projections, with monthly updates for information and control purposes, including a monthly review of the headquarters bank reconciliations and coordinates follow-up actions.
9. Initiates and implements improvements to relevant ACO procedures by proposing policies and procedures covering Treasury operations, and in identifying electronic banking, money transfer and balance reporting.
10. Manages the corporate banking arrangements, relations with the banks and monitors service obtained.
11. Moves the entity onto on-line banking platforms where possible, including implementing online banking for Operations/HQs;
12. Monitors and assesses local bank accounts requirements to be approved by the ACO Financial Controller.
14. Liaises with other sections for ERP on system enhancements to the Cash Flow Module.
15. Works closely with the Corporate Accounting Section on the correct accounting entries for the CM module.
16. Oversees day to day operations of the numerous bank accounts.
17. Ensures the proper administration of the Debit and Credit Cards within ACO.
18. Ensures currency balances are measured against the liquidity requirements of ACO, raising operational liquidity issues to ACO management;
19. Ensures the preparation of the monthly ACO cash forecasting analysis and investment strategy to be presented to senior management and Budget Committee.
20. Monitors and ensures the follow-up of outstanding and non-executed bank transactions at corporate level.
21. Supervises at corporate level the execution of payments through the various bank statements.
22. Monitors and ensures the proper execution of the financial Payroll process for all ACO entities including the operations and other special projects.
23. Coordinates the preparation and the analysis of a variety of ad-hoc financial reports of cash holdings and transactions.
24. Ensures the administration of accounts supporting NATO Trust Funds, special projects funded nationally or multi-nationally based on service level agreement (SLA) or agreed Memorandum of Understanding (MOU) (e.g. EU Operation Althea, NSHQ, etc.).
25. Prepares Cash Management standard operating procedures, including functional specifications and user tests to optimize the use of relevant treasury and accounting tools.
26. Monitors the calculation of the weekly NATO exchange rates and their dissemination throughout ACO.
27. Initiates payment on internet banking systems when required.
28. Ensures a proper end-of-year closing for the ACO Cash Management section.
29. Contributes to the collection of the necessary information for audit and control by internal and external auditors (IBAN and EU).
30. In coordination with the Branch Head, is authorised to negotiate banking arrangements with the financial institutions and is member of the bank signatory panel.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES
Performs other relevant duties as directed by the ACO Corporate Accounting and Control Branch Head such as coordinating the outsourced procedure for the recovery of Nation Borne Costs for NATO and Non-NATO Nations, and/or monitoring the outstanding credits in relation with ACO liquidity and impact on financial risks.
The incumbent may be required to undertake deployments in support of military operations and exercises, and/or Travel on Duty (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. Minimum 2 years of experience in cash management within a large complex organization using automated centralized accounting and payment systems.
2. Minimum 4 years of professional experience in cash management, accounting, economics, finance, or business management.
3. Minimum 4 years of experience in control of accounts, financial activities and in the preparation of financial reporting.
4. Experience in performing comprehensive analysis on impact of new standards and 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 practical experience with a recognized automated accounting system, as well as office-automated software packages, particularly spreadsheets and presentation software applications.
6. Experience on the regular assessment of financial key risks, controls and assurance frameworks within cash, Treasury or Business management.

B. Education/Training
University Degree in finance, accounting, business administration, economics, public administration, management or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

C. Language
English - SLP 4343 (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. Experience as a Treasurer, Accountant, Finance Officer or Chief Finance in NATO or a major international/multi-national organization.
2. Experience with operation of automated accounting systems in use in NATO military headquarters (Enterprise Resource Planning (ERP)).
3. Experience and knowledge in the application of NATO financial rules and regulations.
4. Prior experience of working in an international environment.
5. Proven skills in cash and foreign currencies management, including an understanding of all related accounting treatment.
6. Demonstrated ability to operate electronic banking systems and knowledge of standard applications.
8. Experience in reviewing and interpreting banking and financial regulations, grants, contracts, memorandums of understanding, and cooperative agreements, including extensive knowledge of NATO policies, priorities and procedures and other major international financial regulations.
9. In-depth knowledge of office automated software packages (i.e. Microsoft Office).

B. Education/Training
1. An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration, or related field.
2. Formal advanced training and experience in international accounting standards (IPSAS and/or IFRS).

C. Language
ATTRIBUTES/COMPETENCIES

A. Personal Attributes
As the Section Chief of the Corporate Cash Management office, the incumbent performs
day to day interface with commercial banks, Authorising Officers and other key persons
in the area of Cash management and disbursing ACO and NATO-wide.
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 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 managing the staff assigned to the Cash
Management Section.
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.

B. Managerial Responsibilities
Additionally, dependent on requirements, he or she may be required to direct and
supervise the work priorities of one or more HQ multifunctional teams.
There are first lines reporting responsibilities for the following numbers of staff: 2 x OR-8;
2 x B-5.
In addition to the normal first line reporting duties, the incumbent may eventually be
responsible for the functional supervision of ad-hoc projects (e.g. recovery of the Nation
Borne Costs for ACO Operations, Trust Funds, etc).

C. 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. 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. Specialist activities within the organisation to solicit information and guidance on
technical aspects affecting the operation of the tools in use.
d. User Groups from the commercial world to keep abreast of latest developments and to
exchange information.

D. Contribution To Objectives
The incumbent is responsible for ensuring the integrity of financial 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 BXTX 0010 - Branch Head (ACO Corporate Accounting and Control).

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.

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. 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.

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

Tests and interviews are expected to take place at SHAPE on 16 and 17 December 2019.

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.