



SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 241307

Vacancy Number: G68/24

Post Number: OSC BXTA 1020

Job Title: Senior Financial Analyst

NATO Grade: 15

Basic Monthly Salary (12 x per year): 6,118.54€, tax free

Closing Date: Sunday 22 September 2024

POST CONTEXT/POST SUMMARY

Supreme Headquarters Allied Powers Europe (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 Allied Command Operations (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 whilst ensuring coordination with external entities.

The ACO Corporate Accounting and Control (CAC) Branch performs delegated financial controller functions for the ACO HQs.

The Corporate Accounting Management Section ensures corporate finance, accounting expertise and support to ACO HQs and operations finance and accounting.

The incumbent is responsible to perform finance and accounting activities in support of the 2030 initiatives, and to perform centralized accounting and reporting processes for new NATO Command Structure (NCS) entities that will be integrated into ACO (e.g. JFC NF, JEWCS, JSEC, ARF HQ, etc.).

PRINCIPAL DUTIES

The incumbent's duties are:

1. Conducts and controls periodic - month-end, interim, end-of-year - accounting reconciliation procedures and reports in close coordination within SHAPE and with ACO Commands to ensure accounting records are accurate and in line with related NFRs/FRPs, NATO/ACO guidance.
2. Contributes by making analysis as well as providing guidance to ensure accurate and timely processing and maintenance of SHAPE and ACO Commands' accounting transactions, records and subledgers within the ACO financial system (Accounts Payable, Accounts Receivable, General Ledger, Purchasing, Inventory and Fixed Asset) in accordance with NFRs/FRPs and ACO standards and policies.
3. Conducts analysis to verify and reconcile all General Ledger accounting information with the trial balances; work closely with counterparts in ACO Commands to interpret the data and instruct corrections when needed.
4. Responsible for the accounting reconciliation process of open transactions with other NATO entities to ensure proper financial reporting.
5. Provides periodic analysis report to ACO commands, and supports Section Head on preparation of executive summary report to FINAC management.
6. Supports the preparation of the financial closure of all the ACO Commands and the preparation of the ACO consolidated financial statements.
7. Assists SHAPE and ACO Commands for the collection of the required information for the interim and final audit performed by internal (ACO)/external (IBAN) auditors.
8. Identifies and implements solutions and improvements to accounting processes impacting on accounting controls through influencing relevant stakeholders in ACO Commands
9. Leads on the development and implementation of ACO accounting policies and processes by providing centralized/corporate support in relation to the integration of new entities in the NATO Command Structure (NCS).
10. Provides guidance on financial matters and related accounting procedures with the ACO Corporate Accounting Management Section to ACO Commands.
11. Proactively participates in defining, mitigating and managing the risks within the functional area of FINAC and actively contributes to implement and maintain the internal control framework within SHAPE and ACO Commands related to 2030 initiatives.

SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

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 180 days.

The employee may be required to perform a similar range of duties elsewhere within the organization at the same grade without there being any change to the contract.

ESSENTIAL QUALIFICATIONS

A. Professional/Experience

1. The post requires Experience in the analysis of financial information, functions, processes, and objectives to provide reasonable assurance that the entity is operating efficiently and effectively.
2. The post requires Experience in supporting the preparation of financial statements. Explain how you meet this qualification.
3. The post requires Experience with operation of automated accounting systems. Explain how you meet this qualification.

4. The post requires At least two years of experience in applying International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS). Explain how you meet this qualification.

B. Education/Training

University Degree in accounting, finance, management, business administration, public administration, economics or related discipline and 2 years function related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

C. Language

English - SLP 3333 - (Listening, Speaking, Reading and Writing)

DESIRABLE QUALIFICATIONS

A. Professional Experience

1. The post desires In-depth knowledge of office automated software packages (i.e. Microsoft Office). Explain how you meet this qualification.
2. The post desires Experience in a project management position (at least 2 years). Explain how you meet this qualification.
3. The post desires Experience and knowledge in the application of NATO financial rules and regulations. Explain how you meet this qualification.
4. The post desires Experience as accountant, finance officer or Chief Finance in international organizations. Explain how you meet this qualification.
5. The post desires Experience to work collaboratively across departmental functions. Explain how you meet this qualification.
6. The post desires experience with the NATO Automated Financial System and/or Oracle Financials. Explain how you meet this qualification.

B. Education/Training

The post desires Formal education or qualification in International Accounting Standards (IFRS/IPSAS) or financial management.

ATTRIBUTES/COMPETENCIES

Personal Attributes:

The incumbent is expected to deal with professionals and non-professionals which requires patience and sound judgment. He/she must display a high degree of integrity, proactivity, and professionalism.

Draws upon professional knowledge and analytical ability to interpret law, standards and develop directives, policies and procedures for the NATO financial rules compliance.

Ensures that NATO Financial Rules and regulations, as well as ACO implementing rules and directives, are complied with.

Uses understanding of operational requirements to assist service managers in determining the best way to achieve their goals, and uses own initiative to develop training.

Demonstrates a result-oriented attitude and a high level of commitment to the goals of the organization.

Strong skills in analyzing complex and novel issues in international standards/directives, and applying a comparative law perspective.

Excellent skills in drafting a broad range of policy documents, including briefing notes and reports on financial and accounting issues and submissions to senior management and committees. Demonstrates ability to provide oral briefings on complex financial and accounting issues to finance and non-finance audiences.

Professional Contacts:

Individual has daily external contacts with the financial community in ACO.

The incumbent interacts routinely with financial managers (A3/4), Legal Officers (A4/A5) or military equivalents and disbursing officers through ACO ensuring efficient use of available resources.

Contribution to Objectives:

Makes a significant direct contribution to the work and objectives of the ACO Corporate Accounting and Control Branch:

Identify and recommend solutions for providing accounting support to operational missions and ACO HQs;

Assess the financial and accounting requirements related to the execution of 2030 initiatives and the integration of new entities within ACO.

Perform controls to ensure the reliability of the financial data.

REMARKS:

Duration of contract: The successful candidate will fill this post as a Project Linked NATO International Civilian (PLN) with a three-year definite duration contract within the NATO 2030 Agenda. On expiry of this term the PLN will be deleted or absorbed into the ceiling pending approval or will exceptionally be considered for extension.

Shortlisted candidates will be invited to take a written test on Wednesday 16 October 2024. Candidates passing the test will be interviewed by the Board on Thursday 17 October 2024.

The salary will be the basic entry-level monthly salary defined by the NATO Grade of the post, which may be augmented by allowances based on the selected staff member's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement, and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations.

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.

Applicants who prove to be competent for the post but who are not successful in this competition may be offered an appointment in another post of a similar nature, which might become vacant in the near future, albeit at the same or lower grade, provided they meet the necessary requirements.

We believe that all people are capable of great things. Because of this, we encourage you to apply even if you do not meet all of the criteria listed within this job description.

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.

More information to be found on these links:

[6 Tips for Applying to NATO Application Process](#)

Shortlisted candidates will be requested to provide original documentary evidence and a set of copies supporting statements in their applications. Appointment is subject to obtaining a NS security clearance and a medical certificate.

Remarks:

- A) Only nationals from the 32 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) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.
- D) NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to Chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.