NOTIFICATION OF VACANCY
at 1st NATO Signal Battalion, Wesel, Germany

Our Vacancy
Staff Assistant (Budget and Finance & Accounting)

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<tr>
<th>Duty Location</th>
<th>1st NATO Signal Battalion, Wesel, Germany</th>
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<td>NATO International Civilian Grade</td>
<td>B-4 – NATO Grade 10</td>
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<td>NATO Post Number</td>
<td>ODN GXBX 0030</td>
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<td>DUE DATE for receipt of applications</td>
<td>5 July 2020 COB</td>
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Our Organisation
NATO Signal Battalions (NSB) provides Communication Information Services (CIS) to deployed NATO Headquarters (HQs). Command Group provides the administrative support for Command & Control of the NSB HQ. S8 section provides financial support to the NSB in budget, finance & accounting and procurement domains. The incumbent provides financial support within the Budget and the Finance & Accounting domains.

Our Vacancy
The Staff Assistant (Budget and Finance & Accounting):

- Executes the approved budget assigned to the Battalion in accordance with the approved objectives and requirements; reviews the commitments of funds; analyses the budget/plan execution and proposes to the S8 Section Head transfers and carry forwards
- Records commitments, payments, collection of sums due, maintains records, administers advance accounts, petty cash, and provides support on asset accounting and write-off of international property.
- Enters/initiates payments for supplies and services received from commercial sources and national government agencies as well as from other NATO bodies.
- Co-ordinates routine processing of commitments, payments as well as collections of outstanding reimbursable expenditures.
- Processes requests for retrieving Value Added Tax (VAT) and Excise taxes from national authorities, when required.
- Transmits collection vouchers to customers/employees and other NATO bodies for expenditures incurred on behalf of the respective party.
- Reviews commitment documents for propriety, accuracy and completeness as well as ensuring that availability of budgetary credits has been certified.
- Generates accounting reports both on an ad hoc basis and a recurring basis (monthly, quarterly, annually etc.) for use by fund managers and higher authorities, internally and externally.
- Reviews all suspense accounts to ensure earliest clearance.
- Processes applications for commitment of funds whenever requested by the Section Chief.
- Provides support in the establishment of the finance and accounting policy preparing drafts for the Section Head’s review.
- Keeps financial records as per IPSAS, NATO Financial Regulations and Allied Command Operation (ACO) directives.
- Performs administrative tasks for the day-to-day operation and management of the section.
- Collects the requirements for the NSB and its Deployable Command Modules (DCMs) to be included in the multi-year financial plan for review and prioritization by the Section Head.
- Develops the Battalion annual budget estimates and the Medium Term Resource Plan (MTRP) following guidance received by NCISG J8 and submits it for review to the Section Head.
Under the direction and guidance of the Section Head, ensures compliance, in the execution of the Budget assigned to the Battalion, with extant NATO Financial Regulations (NFR) / Financial Reporting Policy (FRP) and ACO-wide financial policies and Directives.

Provides to the Section Head, the NSB CG and/or to NCISG J8, as required, budgetary data reporting related to funds assigned to and executed by the Battalion

Supports the Section Head in providing advices to the NSB Commander on potential course of actions as necessary related to financial management in order to make sound financial decisions.

Provides financial advice to staff of other Sections/Offices performing cross-functional tasks (e.g. Property Accountable Officers, Authorized Requestors, travellers, etc.) within the NSB and each subordinated DCM.

Executes financial aspects of Memorandums of Understandings, Garrison Support Arrangements; Local Administrative Arrangements related to fulfilment of Host Nation support in respective NSB geographical locations.

Examines and approves stakeholder’s requirements and related requisitions of funds and verifies the proper accounting and funding source in accordance with NATO eligibility and affordability principles.

Assists the Section Head in reimbursements activities and assists as advance account holder; supports the management for petty cash expenses.

Coordinates as necessary with suppliers the provision of data to support any Account Payable inquiry.

Prepares end-of-year data pertaining to the NSB/DCMs to NCISG J8 for the preparation of the NCISG Financial Statement in accordance with SHAPE Financial Controller End of Year guidance and any further instruction provided by the NCISG Finance & Accounting Officer for review and validation by the Section Head.

Prepares at the end of the month financial data pertaining to the NSB/DCMs as required by the NCISG Finance & Accounting Officer.

Acts as the Fund Manager, including for travel on duty, of the Battalion, examines and approves stakeholder’s requisitions, verifies proper accounting and funding source as well as assigns correct funding codes.

Deputizes for the Section Head during his/her absence.

He/she can be appointed to act as the Battalion’s Assistant (Travel).

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 work is normally performed in a normal NATO Office environment. Normal Working Conditions apply. The employee may be required to undertake deployments in support of military operations and exercises, and/or other duty travel (TDY) assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be on short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The successful candidate has the following qualifications:

**Essential qualifications**

**Professional Education / Knowledge / Experience**

- Higher Secondary education and intermediate vocational training in finance, accounting, business administration, economics, public administration or related discipline leading to a certification with 2 years related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification with 4 years related experience.

- Proven knowledge of general budget and finance and accounting principles.

- Experience in the short and medium term budget planning, budget execution and financial reporting on accrual basis of accounting.
Experience in using Enterprise Resources Planning systems for performing day-to-day financial operations.

Professional Command of English (SLP3322 - Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.

Preferred qualifications
- Successful completion of automated financial management systems courses.
- Experience as Assistant to Budget Officer or Finance & Accounting Officer in NATO or other international organization.
- Experience with ACO Automated Financial System (FinS) and/or similar NATO ERPs.
- Experience working in international/military deployable environment.

Personal Attributes/Competencies
The successful candidate:
- Has good communication skills.
- Is able to work independently.
- Is able to supervise staff.
- Has very good inter-personal skills.
- Takes initiative, is responsible, able to prioritize and work under pressure.
- Uses courtesy, tact and is diplomatic.
- Has good negotiating skills.

The successful selected candidate needs to complete a NATO medical examination and obtain a NATO security clearance before an employment offer will be released.
The medical examination will take place with our medical consultant and is required to determine if the recommended candidate is fit to perform the duties of the position and is deployable to NATO’s regional areas of operation.

Newly recruited staff members will be offered a definite duration contract of 3 years, including a 6 months probationary period. Unless organisational reasons prevent and assuming satisfactory performance, after the 3-year contract has expired staff members will normally be offered an indefinite duration contract.

DUE DATE for receipt of applications: **5 July 2020 COB**

To apply use following link to NATO Talent Acquisition Platform:

[https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en](https://nato.taleo.net/careersection/1/jobsearch.ftl?lang=en)

Results of the initial screening for this post may be expected in July 2020. Date and location of test and interviews will be determined later. The process might include an online HireVue interview.