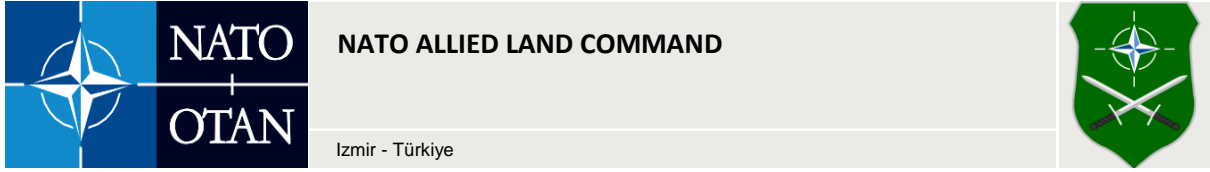


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Job/Post Number: OLC BXAX 0040

Title: Staff Assistant (Finance Systems)

Division: G8 Division

Clearance Level: NATO SECRET

Grade: G12

Basic Salary: 125,330.41TL

Additional Benefits: For other allowances, privileges & tax exemptions see Section 7

NATO Body/Post Location: ACO I Land Command Headquarters, Izmir (Türkiye)

Closing Date 02 FEBRUARY 2025

1. Post Context/Post Summary

Allied Land Command (LANDCOM) HQ is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and command capabilities to Allied forces.

The G8 Directorate is responsible for drafting, proposing and executing the LANDCOM budgets, their management, accounting, purchasing, contracting, disbursing and financial control.

The Finance and Accounting Branch controls the commitments of funds, performs bookings, produces the financial statements and reports, it also authorises expenditures and collection of funds when appropriate.

The incumbent acts as the primary local HQ single point of contact for centralized ACO automated financial system (FinS) data management concept and system help-desk support.

2. Principal Duties

The incumbent's duties are:

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- Acts as the primary local HQ single point of contact for centralized ACO automated financial system (FinS) data management concept and system help-desk support.
- Executes local first level help desk support for the automated financial system and assistance for local HQs automated financial system users.
- Performs all local tasks and requests concerning centralised Fins,
- Identifies creates and submits Service Requests or Change Requests to ACO Fins Administrator.
- Examines, coordinates, submits and controls local HQ financial inputs/outputs of new/deactivation/ updated centralized financial data submitted to ACO centralized data management offices.
- Prepares, updates, maintains and conducts regular Fins user training programme for HQ staff and HQ O&M and Travel Fund Managers, appointed buyers, requestors, etc, —
- Conducts periodic, month-end and end-of-year accounting reconciliation procedures and reports - Accounts Payable, Accounts Receivable, and General Ledger, Encumbrance/ commitment, prepayments, petty cash, purchase/ credit card transactions, Inter-company and CT accounts.
- Performs special studies and internal reviews as assigned. This may include examination and analysis of any accounts, activities or functions within the HQ Land Command which have direct financial or budget impact.
- Assists and performs as part of the HQ Land Command budget execution and processing all financial and accounting transactions and procedures including status reports, eligibility of commitment, and expenditure requests of all HQ budgets, delegated and exercise budgets.
- Assists, monitors and executes the maintenance of HQ Land Command accounting records and ledgers - Accounts Payable, Accounts Receivable, General Ledger, Purchasing, Inventory ledgers and Fixed Assets register and records in accordance with International Public Sector Accounting Standards (IPSAS) and ACO standards and policies.
- Monitors open end contracts, contract purchase orders and purchase card transactions.

3. 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

Represents G8 on boards, committees, working groups etc. as required.

The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries up to 30 days.

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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.

4. Essential Qualifications

a. Professional/Experience

(1) Accounting

All activities involved in control of accounts and financial activities: reconciliation of accounts, preparation of payrolls and examination of vouchers; records and controls commitment obligation and expenditure of funds; preparation of reports of financial position; conducting cost accounting and analysis.

Formal training in accounting or financial management is essential. Officers should have directed or assisted in directing the accounting or fiscal work in a prior assignment.

(2) Skill Level (Assist)

Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others. Interacts with and may influence immediate colleagues. May have some external contact with customers, suppliers and partners. May have more influence in own domain. Performs a range of work activities in varied environments. May contribute to routine issue resolution. Understands and uses appropriate methods, tools and applications. Demonstrates a rational and organised approach to work. Identifies and negotiates own development opportunities, Has sufficient communication skills for effective dialogue with customers, suppliers and partners. Is able to work in a team. Is able to plan, schedule and monitor own work within short time horizons. Absorbs new information when it is presented systematically and applies it effectively.

b. Education/Training

Higher Secondary education and completed higher vocational training in accounting, finance, management, business administration, public administration 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 3322 - (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.

d. NATO Occupational Codes

5041 IA - Accounting

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5. Desirable Qualifications

a. Professional Experience

NATO Automated Financial System Courses (M) Experience and knowledge in the application of NATO financial rules and regulations.

In-depth knowledge of Oracle Financial Applications, and Oracle applications administration, preferably UNIX or Windows as operating system.

Financial management experience in NATO or other multi-national organizations. Experience in operation and/or support of the automated financial system Knowledge of Structured Query Language (SQL).

Experience and knowledge in the application of NATO financial rules and regulations.

b. Education/Training

Training and experience in government (IPSAS) or commercial accounting.

Training and experience in computerized financial systems operation and accounting software. Professional experience in accounting, economics, finance, or business management.

c. Language

See Above

6. Attributes/Competencies

a. Personal Attributes

This post requires the routine application of sound judgement and initiative to ensure timely support to the analysis, planning and synchronization process. The incumbent requires a high level of adaptability and initiative to develop solutions to complex issues.

b. Professional Contacts

The purpose of contacts range from exchange of information to negotiation without committing LANDCOM.

i. Internally

Staff members and their supervisors at the ACOS and DACOS level.

ii. Externally

Policy/decision makers at LANDCOM; AIRCOM; and HQ NATO.

c. Contribution to Objectives

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The incumbent is required to engage across the HQ (routinely up to Branch Head and as required to ACOS level) to ensure appropriate integration and awareness. The post is also to engage across NATO command structures where required to facilitate coordination and integration (routinely up to the Branch Head and as required to ACOS level).

d. Supervisory Responsibilities

There are no reporting responsibilities.

e. Position Reporting

This post reports to:

OLC BXAX 0010 - Branch Head (Finance and Accounting) - A3/G17

This post does not deputise anybody.

This post is not deputised by anybody.

7. Additional Information

a. Allowances

Members of the staff who fulfil the conditions of eligibility laid down in the Civilian Personnel Regulations shall receive the appropriate allowances/supplements. Some of the allowances are installation allowance, expatriation allowance, family allowance and education allowance. Please refer to Chapter VII of the Civilian Personnel Regulations for details.

b. Privileges & Tax Exemptions

In line with the bilateral agreement, the NATO International Civilians who are neither Turkish nationals, nor permanent residents in Türkiye are granted various privileges and tax exemptions (covering purchase of motor vehicles, motorcycles, caravans, trailers, fuel, household furnishing and appliances and other similar items).

c. Contract

The successful candidate will receive a three-year definite duration contract, which may be followed by an indefinite duration contract. Also, the first 6 months of the employment is considered as the probationary period during which the performance of the incumbent is assessed. The definite duration contract will be confirmed only after the incumbent receives a "good" or "above good" performance evaluation in the probationary period.

d. How to Apply

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en> and search for vacancies within Land Command HQ.

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Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

e. Employment Pre-Requisites

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Notice for candidates: LANDCOM is undergoing a reorganization that might affect the job description of this post.

f. Allied Land Command

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by enabling land domain READINESS, INTEROPERABILITY, STANDARDIZATION, and COMPETENCY; stands ready to deploy headquarters elements to provide planning, coordination, and C2 capabilities to Allied forces.

For history of LANDCOM, please refer to this link: [Allied Land Command - History \(nato.int\)](https://nato.int/allied-land-command-history)

g. Izmir

Izmir is Türkiye's third largest city and one of its largest ports. It is located on an important commercial route with its 13 industrial areas and 2 free zones. With its multi-directional manufacturing facilities, rich natural resources and high quality of life; Izmir is a prominent city both in Türkiye and the world. Izmir demonstrates development in terms of exportation, an important indicator of economy. This qualification provides advantage to Izmir to compete socially and economically, to develop capacity and to accommodate.

For more information: [Izmir - Wikipedia](https://en.wikipedia.org/wiki/Izmir)

8. Additional Remarks

- A) All applicants are reminded that if hired, to reside here, all members including their dependents must comply with Host Nation requirements and definitions regarding residency.
- B) 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

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orientation, and disability. NATO welcomes applications of nationals from all member Nations.

- C) 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.
- D) 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.
- E) 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.