

NOTIFICATION OF A VACANCY

AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Vacancy:

Job Title:	Staff Officer (Financial Analysis)
Post Number:	OJN BXFR 0020
NATO Civilian Grade:	NATO Grade 15
Duty Location:	Brunssum, The Netherlands
Post filling date:	as soon as possible
Closing date for applications:	2 August 2022

Our organisation

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR). The Finance Directorate (J8) is responsible for all financial operations and correct application of all funds approved for use by JFCBS.

The Finance & Accounting Branch is responsible for the full spectrum of compliant financial and accounting related to international and multi-national approved credits. The Reconciliation Control Analysis Section provides guidance on financial matters to internal and external audience in compliance with ACO directives & agreements. The incumbent provides advice and analysis pertaining to all issues with financial and accounting implications.

The Staff Officer (Financial Analysis)

- Manages a local customer service Help desk providing expert guidance and assistance to all NATO Financial System (FinS) Users; FinS is the NATO "Enterprise Resource Planning (ERP)" System.
- Supports Finance Director/J8 and Finance & Accounting Branch (FAB) reporting and analysis requirements.
- Develops and maintains subject matter expertise in interfaces with FinS.
- Acts as the local FinS Key User and adds subject matter expertise in Service Requests.
- Develops, plans and conducts training on FinS.
- Develops and maintains Standard Operating Procedures (SOP) and Standard Operating Instructions (SOI), guidance on finance, accounting and asset related topics.
- Provides support to the monthly and annual reconciliation of accounts with particular regards to encumbrances and accruals.
- Responsible for the day-to-day coordination with other stakeholders (BSG Division, Allied Operations & Missions (AOM) when acting as reach back) to facilitate proper accounting management of the JFCBS and AOM assets which are part of the SHAPE Fixed Asset Registers and Inventory in line with NATO Accounting Framework (NAF), ACO Directives and policies.
- Liaises with BSG Property Accountable Officer (PAO) and SHAPE Finance & Accounting Corporate Accounting Control (FINAC CAC) in order to synchronize the data of the BSG Logistic Tool NDSS (NATO Depot Support System) and FinS Asset Register.

- Performs periodic control of assets data managed by the Property Accountable Officers (PAO), and production of ad-hoc reports related to property assets register and other financial reports in accordance with the requirement set by the NATO Financial Regulations / Financial Rules and Procedures, NAF and other applicable ACO Directives.
- Manages and reviews the data new assets before recognition in FinS, and coordinates with the Corporate Accounting Management Section SHAPE monthly depreciation and any related calculation/adjustments.
- Responsible for reporting the status of the Constructions in Progress (CIP) projects, maintaining on-going communication with appropriate stakeholders (PAO at JFCBS HQ and AOM when acting as reach back) to ensure that assets placed into service are recorded as such.
- Assists in the audits performed by internal/external auditors, including audits related to assets reporting and asset management.
- Supports and contributes to the improvement of automated processes regarding Property Plant and Equipment (PP&E) and Inventory in line with ACO Policies and Directives.
- Responsible for risk management within FAB functional area of responsibility including risk identification, risk mitigation and risk response; he/she is the primary POC with SHAPE FMS Office on risk management issues related to FinS.
- Due to the centralization of ERP management services at SHAPE level the incumbent may be required to undertake extended TDY assignments to SHAPE/Mons/Belgium.
- 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.

Special Requirements

The work is normally performed in a normal NATO office working environment. Normal Working Conditions apply. The candidate has to be deployable.

The employee may be required to undertake deployments in support of military operations and exercises, and/or TDY assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days of duration up to 183 days in any period of 574 days, and may be on short notice. For NATO International Civilian (NIC) staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

Required Qualifications

- University Degree OR Higher Secondary education and completed advanced vocational training in related field / discipline leading to a professional qualification or professional accreditation.
- 5 years' professional experience in a financially-related field (accounting, economics, finance or business management).
- Extensive experience operating automated accounting systems used in the public or private sector (eg ERP).
- Acquaintance with International Public Sector Accounting Standards (IPSAS).
- Experience in assets accounting and control of accounts and financial activities.
- Experience in conducting cost accounting and analysis.

- Experience in planning, directing, organising and controlling financial activities and services. Including the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level.
- English – good – NATO Standard Language Proficiency 3333 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Please be aware that candidates need to meet ALL required qualifications, the Civilian Personnel Selection Board will assess only these candidates in full!

Desirable Qualifications

- Experience as an administrator or fund manager in NATO or other multi-national organizations.
- In-depth knowledge of Structured Query Language (SQL).
- In-depth knowledge of Oracle Financial Applications and Oracle system administration or comparable.
- ERP System Administrator or key/advanced user of ERP systems.

Personal Attributes

The successful candidate possesses following competencies:

- Excellent communication skills, both oral and written;
- Very good interpersonal skills;
- Ability to provide training;
- Good planning and organizational skills;
- Excellent analytical skills;
- Sound judgement – creative thinking;
- Ability to work independently.

The successful selected candidate needs to complete a NATO medical examination and have 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 and is deployable to NATO's areas of operation.

Due date for receipt of applications: Tuesday 2 August 2022

Candidates have to apply electronically in NATO Talent Acquisition Program:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

Please be aware that a Selection Board will assess the information provided in the job submission form including the answers to the pre-screening questions. Attachments are supporting documents and should not be referred to in the application form.

Results of the initial screening for this post may be expected end of August 2022. Test and interviews for those invited are planned in September 2022 and will be organized in Brunssum.