

## **NOTIFICATION OF A CIVILIAN PERSONNEL VACANCY**

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

### **Our Requirement:**

Title: Staff Officer (Internal Control Finance)

Grade: 15

Duty Location: Brunssum, The Netherlands

Requirement filling date: as soon as possible

Closing date for applications: 29 September 2024

### **Our organisation:**

Joint Force Command Brunssum (JFCBS) provides a Joint Headquarters (HQ) 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 incumbent is responsible to assist the Director of Finance and the Command Group in accomplishing HQ objectives by bringing a structured approach to the establishment and constant improvement of the HQ's financial risk management and internal control framework.

### **The main duties of Staff Officer (Internal Control Finance) are:**

- Supports the Director of Finance and Branch Heads in the Finance Directorate to review, assess and enhance the systems of internal financial and budgetary controls as well as building a program of internal control review, covering financial internal controls activities across the HQ.
- Supports and provides expert advice to the Director of Finance and the Branch Heads in the Finance Directorate to enable the five components of Internal Control within Finance: Control Environment; Risk Assessment and management; Control Activities; Information and Communication and Monitoring.
- In coordination with the Branches, establishes and maintains appropriate guidelines for a system of internal control within the Finance Directorate including the revision of existing procedures and policies supporting and enabling the review and optimization of financial processes;
- Ensures that sound accountability practices are in place within the Finance Directorate in compliance with the NATO Financial Regulations (NFRs) and any other relevant internal instructions.
- Supports the Director of Finance to define and maintain the minimum standard of control that must be achieved in his/her areas of responsibilities, taking into account best practices in the public and private sectors; including: the design of mechanisms for providing assurance that key controls are operating as designed;

- Monitors the proper follow up of audit findings when it pertains to the Finance Directorate responsibilities and support all internal control self-assessment processes.
- Supports the Director of Finance in exercising oversight and control over non-appropriate funds supporting the implementation, assessment and follow up of appropriate internal control mechanisms.
- Supervises the regular assessment of key risks, respective internal controls and assurance frameworks, with the support of the risks owners within the Finance Directorate, being the primary responsible for the implementation, coordination, periodic review and monitoring of the Finance directorate Risk register.
- Carries out independent evaluations of controls, ensuring that controls are implemented correctly by checking samples within the finance area on behalf of the Finance Director; this can include site visits or specific requests by the Finance Director or the Branch Heads in order to assess the proper level of assurance in control activities.
- Supports the Director of Finance to provide the contribution to the Annual Statement of Internal Control required under Article 12 of the NATO Financial Regulations including documenting and tracking the results of the risk assessment and self-assessments.
- Leads the Lessons Learned (LL) process within the Finance Directorate and participates in the Lessons Learned Working Group (LLWG). Ensures that LL are disseminated and properly addressed within the Director of Finance.
- Acts as the Divisional Training Coordination Officer (DTCO). As such, the incumbent is responsible for coordinating collective and individual training activities within and across the Finance Directorate including the identification of relevant and current training requirements, the development and maintenance of a coherent directorate training programme and the tracking of training status and progress.

The work is normally performed in a normal NATO office-working environment. Normal Working Conditions apply.

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 incumbent 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 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.

**Required Qualifications are:**

- 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.*
- University Degree in finance, accounting, business administration, economics, public administration, engineering, operations research, business process engineering or related field / discipline **OR** Higher Secondary education and completed advanced vocational training in that field / discipline leading to a professional qualification or accreditation.
- Minimum 4 years' function-related experience in a Financial Management role.
- Minimum 2 years' professional experience in financial management, internal audit, compliance, control and stewardship of assets and financial resources of large private or public sector enterprise , ensuring that all governance, legal and regulatory requirements are complied with.
- Practical experience and strong knowledge of Internal control/risk management practice including expertise into use of sampling techniques and statistical methods, controls in Enterprise Resource Platforms (ERP).

**Desirable Qualifications are:**

- Experience in leading implementation and management of internal control frameworks in a large commercial or national/international/multinational organization.
- Experience as a member of a project team (i.e. task force) charged with implementing the COSO framework in a large commercial or national/international/multinational organization.
- Experience in conducting risk management in a large commercial or national/international/multinational organization.
- Experience in implementation of change management in a large commercial or national/international/multinational organization.
- Diploma/certification in Risk Management, Internal Control (eg: CCSA- Certificate in Internal Control Self-Assessment) or Internal Audit (eg: CIA-Certified Internal Auditor; CFSA-Certified Financial services Auditor) issued by an accredited institution (eg: IIA-Institute of Internal Audit; ICI- Internal Control Institute).
- Diploma/certification on project management (eg: PRINCE2).

**The successful candidate possesses following personal attributes:**

- ✓ Excellent communication skills, both oral and written - able to communicate at all levels;
- ✓ High level of interpersonal skills including tact and diplomacy;
- ✓ Very good judgement and organizational skills;
- ✓ Integrity and fairness.

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: **Sunday 29 September 2024**

Candidates have to apply electronically in NATO Talent Acquisition Program:

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

**Results will be communicated in the week starting 21 October 2024; Test & Interviews for shortlisted candidates will be organised in Brunssum on 13 and 14 November 2024.**

**Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions and description of your work experiences (*Attachments are supporting documents and should not be referred to in the job submission*). Only candidates meeting ALL essential required qualifications will be considered and be assessed in competition with other candidates.**