



	<p>NATO AEW&C PROGRAMME MANAGEMENT AGENCY</p> <p>NOTIFICATION OF VACANCY</p>
Post Title:	Treasury Specialist
Post Number:	FCT02
Duty Location:	Brunssum, The Netherlands
NATO Grade	B6 / NATO Grade 14
Nation:	NU
Division/Office	Financial Controller's Office
Branch/Section	Treasury
Clearance:	NATO Secret (NS)
Manages/Supervises (no. of staff)	- - -
Closing Date	Friday, 27 May 2022
Point of Contact	Human Resources & General Services Office recruitment@napma.nato.int
Application Details:	A NAPMA Application Form of any applicant should be forwarded by email to recruitment@napma.nato.int The application form can be downloaded at www.napma.nato.int

1. POST SUMMARY

NAPMA is a NATO Agency responsible to plan, acquire, and deliver improvements to and support the sustainment of the NATO AEW&C capabilities, while ensuring technical airworthiness, following the guidance of the NAPMO Nations.

Within the Agency and specifically in the Financial Controller's Office, the Treasury Office is responsible for the safeguarding of all nation and Programme funds; assessing, receiving, and accounting for contributions from member nations; ensuring payments (including payroll) are executed in a timely manner; managing investments and bank relationships; completing periodic reconciliations and programme accreditation; providing input on meetings and products such as Treasury Policy Group, Financial Statements, Budget Books, Financial Status Reports. The Treasury Specialist is the team leader for Treasury operations and acts on behalf of the Treasury Officer during periods of absence.

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2. PRINCIPAL DUTIES

The Treasury Specialist is responsible to the Treasury Officer (FCT01) for the following duties:

- Developing future years' contribution projections, by Nation.
- Calculating Contribution Call Invoices and preparing Call Letters, by Nation.
- Liaising and replying to Nations' inquiries regarding contributions.
- Maintaining contribution records and preparing information for final accreditation, by programme/project.
- Liaising with banks regarding NAPMA financial matters.
- Authorize payments in electronic banking system, tracking account balances and credits.
- Developing investment and currency conversion strategies and preparing transactions, as required.
- Forecasting currency requirements and performing foreign currency exchanges, as needed.
- Regular monitoring of cash accounts, including Risk Mitigation Fund, to ensure transactions are accurate.
- Preparing reports and analyses for presentation to the NAPMA Treasury Policy Group.
- Provide regular updates to NAPMA management of currency trends and forecasts.
- Liaising with IBAN Auditors for annual Financial Audits.
- Is knowledgeable in all of the duties of the duties of the Principal Treasury Assistant and performs them as needed.
- Acting on behalf of the Treasury Officer during periods of absence.
- Attending training courses relevant to the above duties.

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The incumbent may be required to perform other related duties as directed.

Responsibility to adhere to Internal Control (IC) activities, including but not limited to, safeguarding assets; verify the accuracy and reliability of accounting data and records; promoting operational efficiency; and compliance with established managerial and command policies.

4. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

University degree (bachelor) or higher professional education in finance, accounting, or business-related discipline or 5 years of relevant working experience in treasury; At least 5 years of experience working in a financial environment; Must possess good working experience with spreadsheets, database queries, and word processing.

Must be fluent in one of the two NATO Official languages; some knowledge of the other is desirable. However, the work in NAPMA, both oral and written, is conducted in English.

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5. DESIRABLE QUALIFICATIONS AND EXPERIENCE

Experience with investment products and with automated electronic banking systems. Working knowledge of accrual-based accounting and International Public Sector Accounting Standards (IPSAS); Experience in foreign exchange matters; Experience with SAP; Previous experience in NATO or national organisations performing similar duties; Knowledge of and experience with NATO Financial Regulations and Procedures.

6. ATTRIBUTES / INTERRELATIONSHIPS

All NAPMA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.

7. COMPETENCIES

The incumbent must demonstrate:

- *Analytical Thinking*: Sees multiple relationships; Ability to break down complex information or comprehensive data into single and manageable components.
- *Clarity and Accuracy*: Monitors data or projects; An underlying drive to reduce uncertainty in the working environment.
- *Flexibility*: Adapts to unforeseen situations; Ability to adapt and to work effectively within a variety of situations and with various individuals or groups.
- *Initiative*: Plans and acts up to a year ahead; Proactive at addressing current or future problem, obstacle or opportunity.
- *Organizational Commitment*: The willingness to promote organizational needs and goals and to put the organizational mission before one's own preferences.
- *Self-Control*: Responds calmly when faced with opposition or stress.
- *Empathy*: Open to others' perspectives.
- *Teamwork*: Work cooperatively with others.

8. REMARKS

The incumbent will be trained in the applicable Business Process Procedures (BPP's).

Any candidate should be in possession of a valid NATO Secret (NS) security clearance when taking up the position.