



Vacancy Notice

Treasury & Disbursing Officer – 241675

Primary Location: United Kingdom-London

NATO Body: Defence Innovation Accelerator for the North Atlantic (DIANA)

Schedule: Full-time

Application Deadline: 12-Jan-2025, 10:59:00 PM

Salary (Pay Basis): 5,804.30Pound Sterling (GBP) Monthly

Grade: NATO Grade G15-G17

****This post is subject to Budget Approval****

1. OVERVIEW OF DIANA

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. From across the Alliance, DIANA will bring together innovators and operational end users to foster a transatlantic ecosystem supporting dual-use ground-breaking innovation in deep technologies.

DIANA is an independent NATO body comprised of an Allied Board of Directors and an executive management team - the DIANA Executive (DX). Operating out of regional offices in Europe and in North America, the DX will conduct DIANA's mission: accelerating deep tech, dual-use solutions to critical transatlantic challenges in defence and security. The DX will use Challenge Programmes in line with a published Strategic Direction, as the primary vehicle to accomplish this mission.

DIANA is a dynamic, agile and hybrid workplace, which strives for innovation, diversity, and excellence. In order to achieve these aims, DIANA is committed to providing our people with an environment that is positive, inclusive, and collaborative.

2. OVERVIEW OF THE ROLE

The Treasury & Disbursing Officer works in the DIANA Executive Office of the Financial Controller (DX OFC). The DX OFC is responsible for the management of financial and budgetary control systems for all of DIANA.

As custodians of member Nations' funds, DX OFC provides reliable and transparent financial and procurement services in support of DIANA's mission and objectives. It works to comply with International Public Sector Accounting Standards (IPSAS) and other best practices, including robust risk management.



Reporting to the DX Financial Controller, the Officer will ensure compliance with the DIANA FRPs and strengthen internal controls over all financial transactions, as well as contribute valuable expertise to broader financial operations and management processes, supporting audits.

The Treasury and Disbursing Officer will be responsible to the Financial Controller for making the payments authorised by the Financial Officer and for maintaining complete and accurate records and accounts in support of these transactions.

In addition, the Finance team is continuously supporting the development of an Enterprise Resource Planning (ERP) system, which is an integrated management system of our main business processes, data management, business efficiency improvement and to ensure internal controls. The Treasury and Disbursing Officer will contribute valuable support and coordination of the continuous development of the ERP system.

Duties of this role include:

- Assessing, receiving and accounting for contributions and advances of contributions from member governments in accordance to applicable financial regulations.
- Receiving funds from other sources.
- Safeguarding all funds and negotiable documents received.
- Forecasting requirements and investing funds in accordance with applicable financial regulations.
- Effecting payments pursuant to applicable financial regulations.
- Receiving and safeguarding funds and negotiable documents on behalf of DIANA.
- Operating such bank accounts as are approved by the Financial Controller.
- Liquidity planning and submitting requisitions for funds in accordance with instructions issued by the Financial Controller.
- Support internal and external audit reviews, gap analysis, and assisting in developing and enhancing the design, implementation and operating effectiveness of controls.
- Assessing, developing and implementing efficient and effective treasury policies and processes aligned to the risk management strategy across all aspects of the treasury lifecycle.
- Perform any other related duties as may be required.



3. ROLE REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE ESSENTIAL

The incumbent must have:

- Bachelor's degree at a nationally recognised/certified University in a finance-related discipline such as accounting, economics, or finance.
- Minimum 2 years of professional experience in financial roles with increasing levels of responsibility.
- Exceptionally, the lack of a university degree may be compensated by at least 6 years extensive and progressive expertise in duties related to the function of the post.
- Minimum 2 years working in a Treasury function.
- Experience in assessing financial risk.
- Proven experience in managing contributions, advances, and funds.
- Strong skills in preparing accurate financial reports and maintaining records in accordance with established financial regulations.
- Experience in establishing and maintaining robust internal controls to safeguard assets.
- Competency in effecting payments and ensuring compliance with organizational financial policies and procedures.
- Familiarity with international payment systems and processes.
- Comprehensive knowledge of the treasury lifecycle, including cash flow forecasting, liquidity management, and fund requisitioning.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational skills.
- Effective communication and interpersonal skills for collaborating with diverse stakeholders.
- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and I ("Beginner") in the other.

NOTE: Most of DIANA's internal work is conducted in the English language.

DESIRABLE

The following would be considered an advantage:

- Professional certifications such as CPA, CFA, or ACT are highly desirable.
- Proven ability to assess, develop, and implement treasury policies aligned with organizational risk management strategies.
- Experience in identifying operational gaps and recommending process enhancements.



- Experience supporting internal and external audit processes, including gap analysis and control effectiveness assessments.
- Familiarity with developing and implementing compliance frameworks for financial operations.
- Experience in automating treasury processes for efficiency and effectiveness.
- Experience in liaising with external stakeholders such as auditors, banks, and member government representatives.
- Experience working in an international and multicultural environment.
- Knowledge of NATO institutional framework, policies and procedures.

4. WHAT WE OFFER

- Genuinely meaningful work as part of the newest unit within the most successful alliance in history.
- Tax-free salary.
- Household and children's allowances and privileges for expatriate staff including expatriation and educational allowances (where applicable) and additional home leave.
- Excellent private health insurance scheme.
- NATO pension scheme.
- Generous annual leave of 30 days plus official holidays.
- Flexible working conditions and a smoke-free office in London.
- Opportunities for learning and development.

The incumbent is required to be a resident in the host nation for the duration of their contract. DIANA has a flexible teleworking policy to permit working in office, at home, and across NATO Allied Nations subject to managerial approval.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will receive a definite duration contract of three years, which may be followed by an extension.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

NOTE: Irrespective of previous qualifications and experience, candidates for twin-graded posts will be appointed at the lower grade. Advancement to the higher grade is not automatic and will not normally take place during the first three years of service in the post.



Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

NOTE: DIANA 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. DIANA 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 DIANA's sole discretion, and DIANA reserves the right to take further steps in such cases as appropriate.

For more information on DIANA, please visit our [website](#).