

**Vacancy Number: A14/0309**

**Post Number: OSC BTX 0020**

**Job Title: SENIOR ACCOUNTANT**

**NATO Grade: A-3**

**Basic Monthly Salary (12 x per year): 5.787,05 €, tax free**

**Closing Date: 23 JUNE 2009**

**GENERAL BACKGROUND:**

SHAPE, the Supreme Headquarters Allied Powers Europe, is the Headquarters of Allied Command Operations (ACO), one of the two major military commands of the North Atlantic Treaty Organisation (NATO). ACO safeguards an area extending from the northern tip of Norway to the eastern border of Turkey. This equates to nearly two million square kilometres of land, more than three million square kilometres of sea, and a population of about 320 million people.

**POST DESCRIPTION:**

**Location:** Casteau/Mons, 60 Km south of Brussels (Belgium)

**Division:** J8

**A. POST CONTEXT**

SHAPE is the Strategic Headquarters for Allied Command Operations. The Finance & Acquisition Directorate is responsible for supporting the ACO Financial Controller (FC) in execution of his roles as ACO Financial Controller and those of Financial Controller of Supreme Headquarters Allied Powers Europe (SHAPE) and NATO Early Warning (NAEW) Force Command, and as the principal financial management advisor to SACEUR.

ACO Corporate Accounting and Control is responsible for providing accounting and treasury services. The post is the senior accountant which performs and directs the day to day corporate level accounting activities and banking activities for Allied Command Operations. The incumbent is responsible for the preparation of annual formal financial statements for the nations.

**B. REPORTS TO**

Branch Head (ACO Corporate Accounting & Control), OSC BTX 0010.

**C. PRINCIPAL DUTIES**

The incumbent's duties are:

- Oversees the development and implementation of and compliance with policies, directives and international accounting standards.
- Responsible to Branch Head for the development of ACO centralized accounting strategy and implementation of upgraded accounting system.
- Oversees the development and implementation of international accounting standards and financial accounting policy/directives throughout ACO.
- Oversees the development and training for accounting throughout ACO.
- Responsible to Branch Head for the preparation of ACO accounting policy and procedures from established NATO financial regulations, international accounting standards and best practice from government and industry.
- Coordinates with fiscal, accounting, budgeting and disbursing offices throughout ACO and other NATO entities all accounting matters & issues.

- Oversees proposals for improvements of local HQ or ACO directives relating to international accounting standards, treasury, budgeting and disbursing functions.
- Coordinates the consolidated annual financial statement process for ACO and is responsible for the preparation of the official consolidated annual financial statements for Allied Command Operations.
- Responsible for call of funds from NATO Member Nations. Oversees the preparation of the calls for contributions and equity positions by cost share and contributing nations.
- Responsible for production of financial statements supporting EU missions as required.
- Assists in the overall ACO general ledger accounts and the trial balance for ACO Corporate Accounting & Control.
- Liaises with the internal and external auditors for reports of financial and performance audit of ACO HQ and programmes.
- Provides accounting advice in relation to reimbursable services for external NATO HQs, Agencies, and other organisations on the basis of service level agreements (SLAs).
- On behalf of the Branch Head, is authorised to negotiate banking arrangements with financial institutions, and cash management arrangements with external NATO bodies.
- On behalf of the Branch Head, takes decisions of financial accounting policy guidance and ACO issues as they arise.
- The incumbent deputises for Branch Head (ACO Corporate Accounting & Control (OSC BTX 0010)).

#### **D. 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.

The incumbent may be required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

### **QUALIFICATIONS**

#### **A. ESSENTIAL QUALIFICATIONS**

##### **1. Professional/Experience**

- Experience in control of accounts and financial activities, in the preparation of financial reporting, cost accounting and cost analysis. Proven experience in the preparation of financial statements.
- Experience in setting and developing plans, policies and processes for the accounting, budgeting and, where applicable, charging of resources and services.
- Experience to conduct comprehensive analysis on impact of new standards and policies on the organisation business processes and proven ability to provide support to the different divisions in the practical implementation of the changes required.
- Minimum of 5 years of progressively responsible experience in finance, treasury or related field of which a minimum of 3 years in an international financial institution and at least 4 years of professional accounting experience.
- Ability to interpret laws, executive orders and directives and to formulate policies and implementing rules and procedures on matters of financial accounting, finance, procurement and property administration.
- At least 3 years practical experience with a recognised automated accounting system.

##### **2. Education/Training**

University Degree in economics, accounting, business administration, public administration, finance, management or related discipline and 4 years post related experience,

Or

A Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

### **3. Language**

English SLP 3333 (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.

### **4. Standard Automatic Data Processing Knowledge**

Word Processing:	Working Knowledge
Spreadsheet:	Working Knowledge
Graphics Presentation:	Working Knowledge
Database:	Basic Knowledge
eMail Clients/Web Browsers:	Working Knowledge
Web Content Management:	Not Required

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

- Experience as an accountant, finance officer or Chief Finance in NATO, a major international/multi-national organisation or a national audit institution.
- Experience in project management position.
- Proven experience in the preparation of financial statements at corporate level.
- Extensive experience with operation of automated accounting systems used in the public or private sector.
- In-depth knowledge of office automated software packages (i.e. Microsoft Office).
- Extensive experience in supervision of investments and cash management.
- Knowledge of SWIFT and other electronic banking platforms.
- Experience with the NATO Automated Financial System (NAFS) and/or Oracle Financials.
- A thorough understanding of NATO financial regulations and procedures.
- Experience in the development and presentation of analyses and control information of the mission, functions, processes, and objectives of an organisational entity to provide reasonable assurance that the entity is operating in an efficient and effective manner.

### **2. Education/Training**

- Experience of more than 10 years in financially related field, with a minimum of 7 years in a management position.
- An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration, or related field.

Courses:

- M-4-30 Resource Management Education Programme (RMEP) Course (NU Rel PfP EU MD)
- NATO School Oberammergau (DEU)

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

The incumbent is expected to be a major contributor to development of NATO-wide accounting policy. He/she has to deal with professionals and non-professionals which requires patience and sound judgement. He/she proposes major investment actions, and maintains fiduciary relationships with various banks. The individual must display a high degree of integrity, proactivity, and professionalism.

## **2. Managerial Responsibilities**

Has overall responsibility for the ACO accounting and compliance section within the functional area.

Coordinates with ACO HQ Finance & Accounting Officers for accounting purpose and preparation of ACO Consolidated Financial Statements.

Responsible for the overall accounting functions specifically related to Treasury.

Supervises: 1 x A3, 1 x B4 and EU accounting staff.

## **3. Professional Contacts**

Individual has daily external contacts with commercial banks in the alliance and contacts with the financial community in ACO. The incumbent interacts routinely with Financial Controllers (A4/5), financial managers (A3/4), or military equivalents and disbursing officers through ACO ensuring efficient use of available resources.

## **4. Contribution to the Objectives**

The incumbent will develop, analyse and consolidate financial accounting data in order to develop financial solutions to important challenges facing ACO.

He/She will:

- develop financial directives and accounting policies.
- contribute to the development of the strategic level implementation of a centralised accounting system together with the upgrade of the financial accounting system.
- identify and recommend solutions for providing accounting support to operational missions and ACO HQs.
- guarantee the integrity of the accounting aspects of the ACO automated financial management system.
- provide direct support to operational mission objectives and the establishment and management of complex contingency funding mechanisms.

## **5. Work Environment**

The work is normally performed in a typical Office environment. Normal Working Conditions apply. The risk of injury is categorised as: No Risk.

## **D. REMARKS – N/A**

### **NOTE:**

- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered an initial contract of one year normally followed by an indefinite duration contract.
- Turkish nationals, who are not already serving NATO civilians, are to introduce their application for A-grade posts through the Permanent Delegation of Turkey to NATO, Bld Leopold III, B-1110 Brussels.