

**Vacancy Number: A15/0409**

**Post Number: OSC BTX 0060**

**Job Title: ACCOUNTANT (IPSAS COMPLIANCE)**

**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 accountant which performs the accurate development, implementation and compliance with policies, directives and IPSAS standards.

**B. REPORTS TO**

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

**C. PRINCIPAL DUTIES**

The incumbent's duties are:

- (1) Is responsible for the accurate development, implementation and compliance with policies, directives and IPSAS standards. Contributes to the development of ACO centralised accounting strategy and implementation of upgraded accounting system.
- (2) Oversees the development and implementation of IPSAS Accounting Standards and financial accounting policy/directives throughout ACO. Acts as IPSAS Project Manager, monitoring all implementation milestones and assessing resource requirements associated with this initiative.
- (3) Responsible for development and implementation of an IPSAS training plan throughout ACO. Performs quality assessment of this training.
- (4) Assists in the development of ACO centralised accounting strategy and is part of the team tasked with implementation of upgraded accounting system.
- (5) Assists in the IPSAS content of the ACO financial statements and other external reports for approval and signature by the Branch Chief or ACO Financial Controller.
- (6) Performs IPSAS internal reviews of the accounting functions.

- (7) Liaises with internal and external auditors and coordinates development of ACO responses to IPSAS audit findings. Responsibilities include ratings of assigned staff.
- (8) Deals with fiscal, accounting, budgeting and disbursing offices throughout ACO and other NATO entities.
- (9) As part of a small team, develops overall ACO accounting policy and procedures from established NATO financial regulations, IPSAS, and best practice from government and industry. Responsible for publication of policy. Develops proposals for improvements of local HQ or ACO directives relating to IPSAS compliance, treasury and disbursing functions.

**D. ADDITIONAL DUTIES**

Performs other related duties as directed or assigned.

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

**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.
- Minimum of 5 years of progressively responsible experience in financially related field of which at least 4 years professional accounting experience.
- Minimum of 3 years in a project management position.
- 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.
- 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.

**2. Education/Training**

University Degree in accounting or equivalent education level qualification in accounting and 4 years post related experience

Or

A Higher Secondary education and completed advanced vocational training in accounting 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:	Advanced Knowledge
Graphics Presentation:	Working Knowledge
Database:	Basic Knowledge
eMail Clients/Web Browsers:	Basic Knowledge
Web Content Management:	Not Required

## **B. DESIRABLE QUALIFICATIONS**

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

- 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.
- Experience as an administrator in NATO or other multi-national organisation.
- 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).
- Experience as an accountant at corporate level (or equivalent) in a commercial or governmental organisation.
- Proven experience in the preparation of financial statements at corporate level.
- Experience and knowledge in the application of NATO financial rules and regulations.
- Experience with the NATO Automated Financial System (NAFS) and/or Oracle Financials.

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

- Professional accounting qualification coupled with 10 years experience in a financially related field.
- An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, business administration, or related field.

### **3. Language – N/A**

## **C. CIVILIAN POSTS**

### **1. Personal Attributes**

Draws upon professional knowledge and analytical ability to develop directives, policies and IPSAS standards. Ensures that NATO Financial Rules and regulations, as well as ACO implementing rules and directives are complied with. Uses understanding of operational requirements to assist service managers in determining the best way to achieve their goals, and uses own initiative to develop training. Exhibits results orientation and a high level of commitment to the goals of the organisation.

### **2. Managerial Responsibilities**

There are no first line reporting responsibilities.

### **3. Professional Contacts**

Works with financial controllers (A4/5), financial managers (A3/4), or military equivalents, and disbursing officers throughout ACO ensuring efficient use of available resources.

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

Develops directives, policies and IPSAS standards. Provides and monitors training plan to ensure ACO as an organisation complies with IPSAS requirements. Contributes to the development of the strategic level implementation of a centralised accounting system together with the upgrade of the financial accounting system.

### **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**

## NOTES:

- All Candidates are cautioned that this post has currently only been approved till 31st December 2009. The person selected to fill this position will therefore be offered a definite duration contract not to exceed 31<sup>st</sup> December 2009.
- Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NPCR) but are cautioned that this is a temporary civilian post and that staff members who apply and are offered and accept the post will be assigned a definite duration contract from the date of recruitment until 31 December 2009 in place of whatever contract status they now hold and automatically forfeit entitlements to loss of job indemnity associated with their previous status.
- Subject to the approval by the relevant authorities before the 31<sup>st</sup> December 2009, the post will become permanent (with the same job description and same grade) in the new NATO command structure as of 1<sup>st</sup> January 2010. Should such approval not be obtained by then the definite duration contract will be terminated on 31<sup>st</sup> December 2009.
- 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. Telephone: + 32 2 707 6810.