

Vacancy Number: A03/0213

Post Number: ZSC BTA 0030

Job Title: Accountant (ACO Accounting Management)

NATO Grade: A-2

Basic Monthly Salary (12 x per year): 4 860.48 €, tax free

Closing Date: 24 March 2013

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

POST CONTEXT

SHAPE is the Strategic Headquarters for Allied Command Operations. The J8 Division 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 Financial Advisor to SACEUR and as Head of the J8 Division. The J8 Division is responsible for ensuring proper financial and acquisition management throughout ACO encompassing policy development, implementation and oversight in all aspects of the budgetary, accounting and contracting activities of ACO commands. Under the direction of the ACOS J8 (FINCON), the ACO Corporate Accounting and Control Branch (ACO CAC) is responsible for developing policy, procedures and revision of processes for accounting, cash management and financial management system issues ACO-wide. Provides corporate-level accounting, financial system management and cash management services to ACO, including financial activities related to SHAPE. The branch ensures that financial resources are managed efficiently and reported in a clear and comprehensive manner, is maintaining the official centralized accounts and producing financial statements for the nations which present a true and fair picture of the financial situation of the Allied Command Operations. The branch functions also as the ACO central office for management and coordination of user aspects of the centralized ERP systems and integrates contributions from other organisations to operate the financial system as a single NATO-wide system. This section ensures continuous finance, accounting expertise on HQs and operations ACO-wide, developing corporate accounting and cash management policies for HQs and operations. The section coordinates as well the organisation's financial reporting

including NSIP, authorisation of write-off and annual report to submit to the Committee; the IPSAS implementation and the training related; ensure transparency and accountability of the organisation accounts for all ACO activities. The section manages as well the calls for contributions for all ACO budgets and NSIP projects, the closure of the accounting periods, the master data for all customers and the Chart of accounts ACO-wide. The incumbent ensures the day-to-day activities for financial operations and systems including accounting, auditing, budgeting and reporting. Ensures general ledger and sub-ledger reconciliation, prepares the consolidated annual financial statement process for ACO, and prepares and reconciles accordingly the calls for funds from the NATO Member nations.

REPORTS TO

Section Head (ACO Accounting Management), ZSC BTA 0010.

PRINCIPAL DUTIES

The incumbent's duties are:

1. Develops and implements guidance following NFRs and international accounting standards.
2. Drafts ACO accounting policy/directives and is part of the ACO IPSAS Project implementation team.
3. Contributes to the development and training for accounting and related IPSAS standards throughout ACO.
4. Is part of the key user team for the development of ACO centralized accounting strategy and implementation of upgraded accounting system. Directs and advises consultants and subordinate professional staff concerning needed changes and improvements in financial systems for implementation.
5. Assists in the IPSAS internal reviews of the accounting functions ACO-wide.
6. Prepares the consolidated annual financial statement process for ACO.
7. Deals with logistic, finance, accounting, budgeting and disbursing offices throughout ACO and other NATO entities all accounting matters & issues.
8. Drafts proposals for improvements of local HQ or ACO directives relating to international accounting standards, treasury, budgeting and disbursing functions.
9. Provides analysis and advice to the Section Chief on the potential implications of proposed changes in accounting rules/policies.
10. Process and reconciles accordingly all the call of funds from NATO Member Nations, namely for NCSEP, AOM, NAEW, NSIP. Process the SIS Calls for the SHAPE International School, within means and capabilities.
11. Supports the Section Chief in his/her dealings with auditors (both internal and external) and other interested, third party stakeholders.
12. Formulates and administers the monthly and end-of year financial close and internal reporting within ACO Commands.
13. Post and clear netting entries from controlled entities.
14. Directs the development of administrative guidelines and procedural manuals for various areas of responsibility within accounting activities.

Legal authority is held: Legally accountable for propriety of financial transactions and proper execution of financial obligations arising from contracts signed in the name of the HQ.

Budget authority is held: None

Decision authority is held: On behalf of the Branch Head, takes decisions of financial accounting policy guidance and ACO issues as they arise. Authority to make decisions regarding work priorities of the supporting staff of the organisational unit. Authorised to

intervene to adjust the day to day work priorities of the staff to ensure that they match those of the head of the organisational unit and the HQ.

Supervisory duties: The role holder doesn't have any direct staff management responsibilities but it is expected to assist the Section Chief and the Senior Accountant in the management of the transaction processing teams plus the functional support of the finance and accounting teams within the ACO subordinate commands.

There are no first line reporting responsibilities.

ADDITIONAL DUTIES

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 up to 30 days.

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.

QUALIFICATIONS

ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- a) Professional experience in accounting, economics, finance, or business management.
- b) At least 2 years experience in control of accounts and financial activities, in the preparation of financial reporting at corporate level.
- c) Minimum of 2 years of progressively responsible experience in financially related fields including professional experience in a budget or accounting/financial reporting.
- d) Experience in performing comprehensive analysis on impact of new standards and policies on the organization business processes and proven ability to provide support to the different divisions in the practical implementation of the change required.
- e) At least 2 years practical experience with a recognized automated accounting system, as well as office-automated software packages, particularly spreadsheets and presentation software applications.

2. Education/Training

University Degree in economics, accounting, business administration, public administration, finance, management or related discipline and 2 years function related experience, or a Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 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

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|----------------------------|---|-------------------|
| 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 |

DESIRABLE QUALIFICATIONS

1. Professional/Experience

Specific Experience:

- a) At least 3 years of experience as an administrator at corporate level (or equivalent) in NATO or other multi-national organization, or experience in business administration at corporate level (or equivalent) in a commercial or governmental organization.
- b) At least 3 years of experience with operation of automated accounting systems used in private or private sector (ERPs).
- c) In-depth knowledge of office automated software packages (i.e. Microsoft Office).
- d) At least 3 years of experience and knowledge in the application of NATO financial rules and regulations.
- e) At least 3 years of experience as an accountant, finance officer or Chief Finance in NATO, a major international/multi-national organization or a national audit institution.
- f) Familiarity and hands-on experience in operation of automated financial systems in use in NATO military headquarters.
- g) At least 3 years of experience in reviewing and interpreting grants, contracts, memorandums of understanding, and cooperative agreements, including extensive knowledge of NATO policies, priorities and procedures and other major international financial regulations.

2. Education/Training

Professional finance/accounting/law qualification coupled with 6 years experience in a financially related field.

An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, law, business administration, or related field.

3. Language – N/A

CIVILIAN POSTS

1. Personal Attributes

He/she has to deal with professionals and non-professionals which requires patience and sound judgment. He/she must display a high degree of integrity, proactivity, and professionalism.

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.

Strong skills in analyzing complex and novel issues in international standards/directives, and applying a comparative law perspective.

Ensures NATO/ACO/SHAPE rules, regulations, policies, and directives are properly followed. Requiring tact. Most duties will be routine but they require professional knowledge of accounting to determine proper posting and to design/extract management reports and information. Must have a working understanding of ACO/SHAPE directives and policies to ensure appropriate documentation is available before recording/executing a transaction; and must know when fund, budget, project and contract managers must be contacted for additional clarification/documentation.

2. Managerial Responsibilities

Is involved in the coordination of the ACO HQ Finance & Accounting Offices for all accounting purpose and for the preparation of ACO Consolidated Financial Statements. Additionally, dependent on requirements, he/she may be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

3. Professional Contacts

Individual has daily external contacts with the financial community in ACO. The incumbent interacts routinely with financial managers (A3/4), Legal Officers (A4/A5) 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:

- a) Develop financial directives and accounting policies.
- b) Contribute to the development of the strategic level implementation of a centralized accounting system together with the upgrade of the financial accounting system.
- c) Identify and recommend solutions for providing accounting support to operational missions and ACO HQs.
- d) Guarantee the integrity of the accounting aspects of the ACO automated financial management 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 / risk might increase when deployed.

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.
- Before applying for this position, please read carefully all the information contained in the following webpage <http://www.aco.nato.int/page205113721.aspx>.