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## Branch Head (Budget & Disbursing)-180365

**Primary Location** Germany-Geilenkirchen

**NATO Body** HQ NAEW & C Force Geilenkirchen

**Schedule** Full-time

**Salary (Pay Basis)** : 8,070.91Euro (EUR) Monthly

**Grade** A.4

**Description:**

### **BACKGROUND:**

The NAEW&C Force is a unique organization operating as a multi-national fully integrated Air Force, with responsibilities of a 'Sending State' and 'Force Provider'. The Finance Division is headed by the Financial Controller, who serves as principal financial advisor within NAEW&C i.a.w. Art. 6-10 of NATO Financial Regulations (NFR). The Budget and Disbursing Branch collects all requirements information, formulates and justifies annual budgets in coordination with the using activities in NAEW&C (NAEW&C HQ, E-3A Component, and each of the Forward Operating Bases/Forward Operating Location). The incumbent is responsible for all required functions pertinent actions to obtain budgetary approval through the management boards, the Working Group of National Technical Experts (WGNT), Allied Command Operations (ACO) and the command structures of the E-3A Component (incl. the Forward Operating Bases/Location (FOBs/FOL)), NAEW&C FC, SHAPE, and the Budget Committee (BC). Provides analysis, statistics, briefings, costs and projections for budgetary/financial planning and decision-making, as well as payment of all local payments.

### **THE ROLE:**

- Performs in an Acting role as the Financial Controller during the absence of the Financial Controller during leave and authorized TDY;

- Managing the Budget and Disbursing Branch, exercising general supervision, ensuring the effective utilization of assigned personnel and allocated resources;
- Manages the budgetary aspects of all funding delegated to the NAEW&C Headquarters for support to NATO led-Operations through the Alliance Operations and Mission (AOM) budget;
- Exercising primary staff responsibility for budgeting and ensuring correct application of NATO Financial Regulations, ACO Directives, SHAPE policy rulings and Memoranda of Agreement (MOA) with the funding nations;
- Allocating approved funds in accordance with BC/SHAPE and the Financial Controller's directions;
- Supervising the requisition, receipt and safeguarding of funds required for the operation of the NAEW&C aircraft fleet;
- Overseeing the preparation of the annual Budget Estimates, the Medium Term Financial Plan (MTFP) and the O&S Budget in-year Trimester reporting, and providing assigned staff, Resource and Fund Managers appropriate guidance/instructions;
- Preparing and coordinating annual and mission specific Budget Estimates;
- Assisting the Financial Controller in budget screenings with NAEW&C Headquarters, ACO and the BC, and supporting the Financial Controller in his advisory and support functions pertaining to the management of the annual budgets;
- Overseeing the preparation, maintenance and execution of the Medium Term Financial Plan;
- Monitoring and analyzing overall budgetary trends, inflation and parity rate changes;
- Maintaining accounts and statistics required by NATO regulations and for the appropriate function of the division and the branch;
- Investigating and assessing the cost effective validity of proposals for the redistribution of budget resources, including those for Foreign Military Sales (FMS) cases;
- Providing immediate reaction concepts and proposals for emergency, contingency and accident funding;
- Representing the Financial Controller on boards, committees and in meetings/working groups discussing issues with budgetary implications;
- Providing budgetary guidance in the NAEW&C Headquarters Requirement Board;
- Staying abreast with and participating in the development of current and future plans and projects related to funding requirements;
- Developing and maintaining local directives with budgetary or financial impact;
- Holds legal authority to obligate funds to the limits delegated to him/her by the Financial Controller.
- Holds delegated Financial Controller authority for the HQ installation. Is responsible for the largest peacetime budget in ACO, currently approximately 250 Million Euro. The incumbent in this capacity as Chief Budget and Disbursing also holds overall budgetary control authority and budget management authority;
- Holds Functional Area decision authority. Authorized to make decisions within assigned functional area. The incumbent is the person responsible for all budgetary documentation within the NAEW&C, including the preparation of the yearly budget, the completion of the Trimester Reports, and the preparation of the Medium Term Resource Plan. His decisions will affect the commitment of the command within NATO to a course of action. He or she has authority to task and intervene to adjust the day-to-day work priorities of the assigned functional area staff;
- Manages the Budget and Disbursing Branch and supervises a staff of 6 Personnel;
- The incumbent is the primary deputy for Financial Controller.

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- University Degree in business administration, public administration, finance, economics, accounting or related discipline and 6 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 6 years post related and 2 years function related experience;
- The work, both oral and written, in this post and in this Headquarters as a whole, is conducted mainly in English and sufficient proficiency is therefore essential;

- Advanced Knowledge of Standard Automatic Data Processing (ADP) programmes is required.

#### **THE FOLLOWING WOULD BE CONSIDERED AS AN ADVANTAGE:**

- Previous NATO assignment;
- Experience working in an international/military environment;
- Good working knowledge and previous experience in international, preferably NATO budgeting, accounting and financial management;
- Familiarity with aircraft related terminology, including aircraft maintenance (e.g. Depot Level Aircraft Maintenance (DLM)) and preferably also Foreign Military Sales (FMS) procedures;
- Experience in transforming rather complex or specific information/terminology into simple terms to enable non-technical experts the evaluation/assessment;
- Experience in performing effective presentations;
- User training associated with the application and operation of automated financial management and ERP systems;
- Member of recognized professional institution or body;
- The knowledge of German is desirable.

#### **CONTRACT:**

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations;

Newly recruited staff will be initially offered a definite duration contract of one year. The definite duration contract may be extended for up to two years. Thereafter, an indefinite duration contract might be offered.

#### **WHAT DO WE OFFER?**

- Excellent tax-free salary, including (where eligible) expatriation, family and children's allowances and additional privileges for expatriate staff;
- Education allowance for children (where appropriate) and an excellent private health insurance scheme;
- Generous annual leave and home leave (if eligible);
- Retirement Pension Plan.

**Please note that due to the large volume of applications the screening process may take up to 2 months after closing date. We appreciate your patience.**

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