



### Branch Head (Finance & Accounting)-180364

**Primary Location** Germany-Geilenkirchen

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

**Schedule** Full-time

**Salary (Pay Basis)** 6,946.30Euro (EUR) Monthly

**Grade** A.3

#### 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 Finance and Accounting Branch (F&A) is responsible for executing one of the largest budgets in NATO. The incumbent is responsible for reviewing, authorizing and recording all finance activities related to international and multi-national approved monetary credits. The incumbent supervises all finance and accounting functions.

#### **THE ROLE:**

- Advising the Financial Controller/Head of Finance Division on all financial and accounting matters;
- Directing, planning, organizing, coordinating, and managing all facets of the Fiscal, Finance and Accounting Branch, exercising general supervision, ensuring the effective utilization of assigned personnel and allocated resources;
- Exercising primary staff responsibility for finance and accounting actions and ensuring correct application of NATO Financial Regulations, ACO Directives, SHAPE policy rulings and Memoranda of Agreement (MOA) with the other NATO Agencies;
- Establishing the Component's finance and accounting system, and integration with other related functions, and is responsible for its upkeep according to existing procedures; ensures production of periodic financial statements in accordance with IPSAS;
- Overseeing all financial and accounting aspects of NAEW&C appropriated fund activities, including the travel administration; directs the work priorities of and supervises personnel working in the various elements of the Finance and Accounting Branch, and solves a myriad of problems relating to all appropriated financial activities of the component;
- Overseeing the actual budget execution and maintaining constant interrelation with NAEW&C budget/funds

managing personnel as well as all staffs; ensuring uniform and fair application of financial policies and procedures;

- Coordinating Financial matters such as IPSAS related accounting procedures with ACO, other NATO activities, subordinate units, and national agencies;
- Directing, managing, and controlling the maintenance of accounts and statistics as required by the Head of Division or Strategic Headquarters in accordance with regulations and expectations;
- Ensuring all financial commitments/transactions are in accordance with the Military Budget Committee (MBC) approved budgetary authorizations for NAEW&C. Reviews, validates and approves submissions for commitments of funds as well as requests for payments to ensure goods and services have been received and accounted for;
- Developing, reviewing, and evaluating accounting and financial management policies, standards, and procedures. Develops improved work process for accounting operations to eliminate shortcomings that cause financial management reporting problems; this may include the management of work groups dealing with all financial or asset reporting functions;
- Representing the Financial Controller on boards, committees and in meetings/working groups discussing issues with finance and accounting implications;
- Analyzing accounting operations, performance indicators, and trends to monitor performance, and improve accounting operations. Solves a myriad of dissimilar problems relating to the finance and accounting areas;
- Coordinating/resolving financial issues with the NAEW&C, NAPMA, NSPA, ACO BUDFIN/J8, the E-3A Component NAEW&C Forward Operating Bases/Location (FOBs/FOL), as well as the German Garrison Administration Office and the host nation Construction Agency, and various other agencies;
- Directing adjustments, requesting funds transfers as a result of analyses conducted, and providing continuous status of funds reports for the E-3A Component NAEW&C Commander, the Wing Commanders, HQ Divisions, NAEW&C and local budget/funds manager;
- Serving as the Secretary of NAEW&C Contract Award Committee and as Deployed Finance Officer during exercises, deployments and operational contingencies;
- Acting as the internal and external Point of Contact for coordinating/resolving all financial issues on behalf of NAEW&C, including the Financial systems: FinS and PILS;
- Directing adjustments, requesting funds transfers as a result of analyses conducted, and providing continuous status of funds reports for the E-3A NAEW&C Commander, the Wing Commanders, HQ Divisions, NAEW&C F and local budget/funds managers;
- Reviewing business procedures/processes for effective and correct NAFS or FinS/PILS financial/accounting data processing;
- Developing and maintaining local directives with financial impact;
- Exercises executive review of FinS/NAFS/PILS data;
- Deputizes for the Financial Controller as needed;
- 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 execution of the largest single budget in ACO, currently approximately 250 Million Euro. Routinely commits NATO by signing contracts and purchase orders;
- Holds Functional Area decision authority. Authorised to make decisions within assigned functional area. The incumbent is the person responsible for all Appropriated Financial transactions of the NAEW&C, including reporting under the requirements of the International Public Sector Accounting Standards (IPSAS), including coordination within the HQ and with the same functional area in lateral, subordinate and superior HQs. His decisions will affect the commitment of the command within NATO to a course of action. He has authority to task and intervene to adjust the day-to-day work priorities of the assigned functional area staff;
- Manages the Finance and Accounting Branch and supervises a staff of 11 personnel.

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

- 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 5 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;
- Working 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, preferably in the financial management of a NATO Procurement Agency (e.g. NAPMA);
- Extensive supervisory experience in administration;

- Prior responsibilities must have included supervisory duties and a proven record of success in leadership of technically oriented professionals;
- Extensive experience with automated financial accounting systems and office automation software packages, particularly spreadsheet applications;
- A Master's degree in Accounting, Financial Management, Business Management/Administration with a finance discipline, or a related field, along with experience with automated financial or accounting systems;
- A professional accounting qualification/designation.

**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.**