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Financial Controller-190248

Primary Location Belgium-Brussels

NATO Body NATO International Staff (NATO IS)

Schedule Full-time

Salary (Pay Basis) : 11,745.16Euro (EUR) Monthly

Grade A.7

Description:

1. SUMMARY

The Office of Financial Control (OFC) is primarily responsible for the management of financial and budgetary control systems for several NATO entities, primarily the NATO International Staff (IS) Civil Budget and a range of extra-budgetary funds (such as Trust Funds). As the custodian of member Nations' funds, the OFC provides reliable and value adding financial and procurement services in support of front-line Divisions, enabling them to achieve their objectives. It works to comply with International Public Sector Accounting Standards (IPSAS) and other best practices, including the management of enterprise risk. It issues the calls for contributions for all NATO common funded budgets.

The OFC staff, in accordance with NATO Financial Regulations, is independent of the other NATO IS staff elements. The OFC is responsible for procurement, financial operations and reporting for: the NATO IS Civil and reimbursable budgets (including Satellite Offices); all NATO-wide Pensions Funds (currently: Defined Benefit Pension Scheme, Defined Contribution Pension Scheme and Retirees' Medical Claims Fund); the New NATO Headquarters Project and other NATO agencies/bodies located at NATO HQ for which OFC is responsible for providing procurement, budgetary, financial and accounting services, which currently are the NATO Naval Forces sensors and weapons Accuracy Check Site (FORACS) and the Munitions Safety Information Analysis Centre (MSIAC). OFC is also responsible for providing procurement, cash management, finance and accounting support to a number of Extra Budgetary Funds (including Trust Funds) and bilateral arrangements. OFC issues eight annual financial statements.

Standards applicable to NATO in the finance and procurement domains are the NATO Financial Regulations (NFRs), the NATO-IS Financial Rules and Procedures (FRPs), the NATO Accounting Framework, the IPSAS, the NATO Civilian Personnel Regulations (CPR), the NATO-IS Procurement Manual, and the NATO Code of Conduct.

The OFC is organised around five main functions: (1) Finance, Accounting and Control, (2) Treasury, (3) Procurement, (4) Missions and (5) ERP Competency Centre.

The Financial Controller exercises in the name of the NATO Secretary General, a number of responsibilities set by the NFRs, especially accounting and reporting activities of the NATO International Staff, adherence to sound financial management, management of appropriated and non-appropriated funds, organisation and administration of the financial internal control system, prior approval of commitments, adherence to procurement and contracting principles. The Financial Controller is responsible to the NATO Secretary General and accountable to the Budget Committee. The Financial Controller may have recourse to the finance committee for resolution of any persistent doubt or disagreement regarding the compliance of any proposed measure or decision with the provisions of the NATO Financial Regulations.

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- possess a Master's degree in economics, accounting, business administration, finance, management or related discipline from an institute of recognised standing or equivalent qualification in public finance;
- have at least 15 years' relevant professional experience of which at least 10 must be in the fields of financial control and management in international organisations, governmental agencies or large corporations;
- have recent experience in senior-level leadership positions and significant professional experience in managerial positions;
- possess experience of the implementation and management of ERP systems;
- knowledge of accounting standards such as IPSAS, or IFRS etc.
- have demonstrable problem solving, facilitation, and conflict resolution skills;
- have excellent communication skills, both orally and in writing, and be able to draft clearly and concisely in at least one of NATO's official languages;
- have experience working in a multilateral environment or an environment with a variety of stakeholders from multi-cultural backgrounds; demonstrate tact and diplomacy;
- have an ability to adapt quickly to working in a fast-paced international environment;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and III ("Intermediate") in the other.

DESIRABLE

The following would be considered an advantage:

- be a civil servant of one of the NATO member countries;
- experience in the use of Oracle E-Business Suite (EBS) ;
- knowledge of internal control frameworks such as COSO;
- an advanced level in both official languages of the Organization;
- IPSAS Certification;
- familiarity with NATO, to include exposure to either NATO operations or the NATO headquarters environment;
- certification in accounting.
- experience with the use of MS SharePoint or similar collaboration sites.

3. MAIN ACCOUNTABILITIES

Vision and Direction

Develop and formulate strategic goals and objectives for the OFC and ensure follow-up and implementation. Promulgate and support a strategic vision for the OFC, prioritising, organising and supervising the work of the OFC accordingly, including re-allocation of resources. Develop plans and objectives for the OFC in line with NATO policy direction with a view to optimising processes in support of business requirements while still complying with the NATO Financial Regulations and promoting the highest ethical standards and behaviours. Promote integrity and transparency as key management values.

Financial Management

Ensure compliance with NFRs, FRPs, the NATO Accounting Framework, and all other financial directives. Ensure effective, economical budgetary and financial administration of funds contributed by the participating Nations (common funded budgets, Trust Funds, etc.). Supervise and record requests for authorisation to commit funds and proposals for the payments of amounts owed by the Organisation. Be responsible for the centralised financial management of the NATO Coordinated Pension Scheme, the Defined Contribution Pension Scheme and the Retirees Medical Claims Fund. Prepare and present certain pension budgets before the relevant financial committees. Ensure that where required funds are invested properly and safely.

Oversee the development and co-sign the eight financial statements of those entities under FC purview, to be co-signed with the relevant Head of NATO Body.

Policy Development

Support the development and update of NATO Financial Regulations and IS Financial Rules and Procedures. Provide the finance committee with lessons learned to increase relevance and effectiveness of regulations and recommend amendments as required. Put in place and implement policies and procedures to ensure sound financial management across the organisation. Develop the policy related to, and the oversight of, the internal control system in place in the Office of Financial Control in relation to risks in the areas of compliance, financial reporting, operations and preservation of assets. Develop and issue, in conjunction with other relevant internal stakeholders, implementing directives concerning matters of financial control (e.g. mission travel, hospitality, procurement, end of year closure, management of extra-budgetary funds).

Planning and Execution

Ensure that sound financial management practices are in place. Instil strong financial discipline within the OFC and across the Organisation. Ensure that proper risk management is functioning in relation to the OFC mission addressing risks in the areas of compliance, reporting, operations and preservations of assets, and that optimised internal controls are operated, monitored and tested. Put in place and supervise the policy and procedures required to support the principles of transparency and accountability such as the generation process of the Statement of Internal Control and the Management Representation Letter which are co-signed by the Financial Controller and the NATO Secretary General and respectively attached to the annual financial statements and submitted to the external auditors (IBAN). Chair the Contract Award Committee.

Project Management

As Senior Executive of the ERP Project, ensure that the implementation evolves in accordance with the plan and that the outcomes are achieved. Coordinate closely with the other key players of the ERP project in particular the Director of ICTM. Ensure that business requirements are taken into account. Plan for future developments and upkeep of the ERP.

Expertise Development

Ensure that the OFC staff stay abreast of changes and evolutions in the areas of finance, risk management, procurement and ERP and that such knowledge is converted into practice. Develop a training plan so that staff acquire, maintain and develop appropriate knowledge in their domain of expertise, including certification by external bodies (e.g. Chartered Institute of Procurement and Supply). Anticipate future requirements. Ensure that proper budgetary resources are provided to the OFC to support appropriate training for staff. Support training and education activities provided by OFC staff to other parts of the Organisation or to external parties.

Organisational Efficiencies

Enhance co-operation between elements across NATO and within the OFC to improve decision-making. Improve co-ordination within the OFC to ensure more effective support to financial control and decisions. Identify, plan and implement initiatives aimed at improving efficiency and proficiency across all areas of the OFC. Pursue the development of the ERP and other IT tools in support of modern, efficient and reliable ways of working. Make sure that external audit (IBAN) and internal audit recommendations are taken into account and implemented as required.

People Management

Direct and oversee the activities of the OFC and effectively lead and manage a diverse staff. Lead by example to ensure adherence to the highest ethical standards. Demonstrate the ability to find complex balances between sometimes conflicting requirements in terms of process optimisation and compliance with regulations. Create a motivating and effective workplace. Promote confidence and allow staff to propose change and act in an autonomous way. Provide in-depth mentoring, coaching and training opportunities and be available to offer guidance at critical moments. Ensure that all staff under her/his responsibility are clear on organizational objectives and promote long term improvements whilst keeping the pace of daily activities. Provide regular and fair feedback on performance, informally as appropriate and via the HQ Performance Review and Development (PRD) system.

Stakeholder Management

Develop and promote an efficient and effective OFC to build trust among the participating Nations contributing to the funding of budgets or other activities such as Trust Funds. Ensure that coordination and networking with other IS Divisions contributes to a better understanding of mutual objectives towards the common NATO goal. Maintain close relationship with the Private Office. Coordinate closely with the Chairman of the Budget Committee. Ensure that specific cases involving contributors are handled with tact, diplomacy and effectiveness. Provide senior assistance, advice and recommendations on financial matters to the Private Office, the Resource Policy and Planning Board (RPPB), the Deputies Committee (DPRC), and the Budget Committee (BC). Share knowledge and experience, and cooperate, with the other NATO Financial Controllers.

Representation of the Organization

Chair the RMCF Supervisory Board. Participate in the NATO Coordinated Pension Scheme (DCPS)

Management Board. Represent the NATO IS at Senior Customer Board of the NATO General Procurement Shared Services. Sign all commercial contracts in the name of the Organisation.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

The incumbent is responsible to the Secretary General, and to the Board of Directors of certain NATO bodies. S/he works in close relationship with the Private Office. S/he coordinates with the other Heads of Independent Offices and with the ASGs. S/he exercises operational authority for the certain operations on behalf of the IMS at NATO Headquarters. S/he also provides financial advice to various committees, particularly the Budget Committee and the RPPB and DPRC.

Direct reports: 7

Indirect reports: 33

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Sets and works to meet challenging goals;
- Change Leadership: Champions change;
- Conceptual Thinking: Creates new concepts;
- Developing Others: Provides in-depth mentoring, coaching and training;
- Impact and Influence: Uses complex influence strategies;
- Initiative: Plans and acts for the long-term;
- Leadership: Communicates a compelling vision;
- Organisational Awareness: Understands underlying issues;
- Self-Control: Stays composed and positive even under extreme pressure.

6. KEY CHALLENGES

Key challenges facing the successful candidate for this post during the next 2-3 years will include:

1. Prepare and issue timely financial statements and achieve unqualified opinions by the external auditor on the statements and on compliance.
2. Put in place a tested internal control system that mitigates the risks to which the OFC activities are exposed.
3. Complete the organisational design of the OFC, its proper staffing and training plan.

In addition to the application form, candidates are expected to submit a Word or pdf document summarising their views on the key (and possible other) challenges and how they would address them if selected for the position. This essay will be evaluated as part of the longlisting assessment (see full instructions on how to apply below "8.Recruitment Process").

7. CONTRACT

The successful applicant will be appointed for a period of three years which may be renewed one time only for a further three-year period.

8. RECRUITMENT PROCESS:

Please note that we can only accept applications from nationals of NATO member countries.

Applications must be submitted using e-recruitment system, as applicable:

- For NATO civilian staff members only: please apply via the internal recruitment portal (for more information, please contact your local Civilian HR Manager);
- For all other applications: www.nato.int/recruitment

As part of this application, candidates are kindly requested to send by email - to recruitment@hq.nato.int - one MS Word document summarising their views on the key challenges (see point 6) and how they would address them if selected for the position. Essays should be limited to maximum one A4 page (800 words per page) per challenge.

Candidates are requested to send their essay by latest 29 April 2019, 23h59 CEST.

The title of the email must include the vacancy reference (190248) and the words "Key challenges".

Selection of candidates for NATO posts is based upon the merit principle.

Shortlisted candidates will have to be available for the selection process which is expected to take place in the week of 1 July 2019, in Brussels, Belgium.

Please also note that at the time of the interviews, candidates will be asked to provide evidence of their education and professional experience as relevant for this vacancy.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

9. ADDITIONAL INFORMATION:

Please refer to the PDF Vacancy Notice available here: <https://www.nato.int/cps/en/natohq/recruit-wide.htm> (ref: 190248)

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