SUPREME HEADQUARTERS ALLIED POWERS EUROPE

TALEO Job Number: 180467

Post Number: OSC BTA 0020

Job Title: Senior Accountant (ACO Accounting Management)

NATO Grade: A-3

Basic Monthly Salary (12 x per year): 6.620,31 €, tax free

Closing Date: Thursday, 21 June 2018

SHAPE is looking for a Senior Accountant to provide hands-on management and financial activities related to accounting, financial reporting and financial processes. If you have experience in developing guidance and procedures in the accounting area and an in-depth knowledge and expertise on the preparation of financial statement and financial reporting this post is for you.

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:

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.
The incumbent provides direction, hands-on management, and continual improvement of day-to-day financial operations and systems including accounting, auditing, budgeting and reporting. Ensures general ledger, cash management, financial statements and bank reconciliations are accurate and completed in a timely manner and prepares the consolidated annual financial statement process of ACO.

Principal Duties
The incumbent's duties are:
a) Ensures the development and implementation of and compliance with policies, directives and international accounting standards.
b) Contributes to the development and implementation of IPSAS and financial accounting policy/directives throughout ACO. Is part of the ACO IPSAS Project implementation team.
c) Contributes to the development and training for accounting and related IPSAS standards throughout ACO.
d) Is part of the key user team for the development of ACO centralized accounting strategy and implementation of upgraded accounting system.
e) Provides direction, hands-on management, and continual improvement of day-to-day financial operations and systems including accounting, auditing, budgeting and reporting. Ensures general ledger, cash management, financial statements and bank reconciliations are accurate and completed in a timely manner.
f) Prepares the consolidated annual financial statement process for ACO
g) Contributes to the preparation of the ACO End-of-Year Guidance for the ACO Commands and MWA activities.
h) Deals with logistic, finance, accounting, budgeting and disbursing offices

reconciliation and preparation of the annual closure in line with the adopted accounting principles and standards.

n) Liaises with the internal and external auditors for reports of financial and performance audit of ACO HQ and programs. Contributes to the follow-up of the internal/external audit recommendations.

o) Makes recommendations in relation to reimbursable services for external NATO HQs, Agencies, and other organisations on the basis of service level agreements (SLAs). Is responsible for developing the requirements external service providers have to meet for the accounting and asset management performed by ACO.

Special Requirements and 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 work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No risk / risk might increase when deployed.

Essential Qualifications

a. Professional/Experience

1) Minimum 4 years experience in developing plans, policies and processes for the finance and/or accounting area.

2) At least 4 years of experience in developing and presenting analysis and control of mission information, functions, processes, and objectives to achieve reasonable assurance that the entity is operating efficiently and effectively.

3) Experience in the analyses and/or preparation of financial statements in the private or public sector (at least 3 years).

4) Demonstrates knowledge and expertise of accounting principles, procedures and standards in the application of IPSAS (at least 3 years).

5) Ability to support the implementation of IPSAS and other major ERP implementation project.

b. Education/Training

University Degree in accounting, finance, management, business administration, public administration, economics or related discipline and 4 years post related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 7 years post related experience.

3) Experience in a project management position (at least 2 years).
4) Experience and knowledge in the application of NATO financial rules and regulations.
5) Experience as an accountant, finance officer or Chief Finance in NATO, a major international/multi-national organization or a national audit institution (at least 2 years).
6) Experience in reviewing and interpreting grants, contracts, memorandums of understanding, and cooperative agreements (at least 2 years).
7) Experience in the preparation of consolidated financial statements in the private/public sector (at least 2 years).
8) In-depth knowledge and expertise in the analysis and implementation of International Accounting Standards (IFRS/IPSAS) (at least 4 years).
9) At least 4 years experience to work collaboratively across departmental functions.
10) Experience to coordinate/supervise functional teams within his/her area of expertise (at least 2 years).

b. Education/Training

1) Professional finance/accounting qualification coupled with 6 years experience in a financially related field.
2) An advanced university degree (MS, MA, MBA, MPA, or equivalent) or postgraduate diploma in accounting, finance, management, law, business administration, or related field.
3) Registered chartered accountant.

c. Language – N/A

6. <u>Attributes/Competencies</u>

He/she has to deal with professionals and non-professionals which requires patience and sound judgment. S/he must display a high degree of integrity, proactivity, and professionalism.
The incumbent of the post 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.
The post requires strong skills in analysing complex and novel issues in international standards/directives, and applying a comparative law perspective.
He post requires excellent skills in drafting a broad range of policy documents, including briefing notes and reports on financial and accounting.
The incumbent of the post coordinates ACO HQ Finance & Accounting Officers for

- guarantee the integrity of the accounting aspects of the ACO automated financial management system
- provides direct support to operational mission objectives and the establishment and management of complex contingency funding mechanisms.

This post reports to OSC BTA 0010 - Section Head (ACO Accounting Management) and supervises the operations of the corporate staff in charge to of the daily operation related to the corporate office.
There are no reporting responsibilities.

7. Remarks

The specialization of the role demands experience with the following NOCs:
348I – Business Risk Management

REMARKS:

Duration of contract: Serving staff members will be offered a contract according to the NATO Civilian Personnel Regulations (NCPR). Newly recruited staff will be offered a definite duration contract of three years normally followed by an indefinite duration contract.

HOW TO APPLY FOR A NATO CIVILIAN POST AT SHAPE:

Applications are to be submitted using NATO Talent Acquisition Platform (NTAP) (https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en). Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.
Active NATO International Civilian staff members interested in this vacancy are requested to submit their applications via the internal recruitment portal (for more information, please contact your local Civilian HR Manager).

NTAP allows adding attachments. A copy of the qualification/certificate covering the highest level of education required by the job description must be provided as an attachment.

Essential information must be included in the application form. Each question should be answered completely. Expressions such as “please see attached CV, please see annex / enclosed document” or invitations to follow links to personal webpages are not acceptable. All answers should be in English (preferably) or in French.

C) Qualified redundant staff of the same grade interested in this post should inform this office, via their HR/Personnel Office by not later than the vacancy's closing date.

D) Candidates' individual telephone, e-mail or telefax enquiries cannot be dealt with. All candidates will receive an answer indicating the outcome of their application.

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