



Deputy Financial Controller-190713

Primary Location Belgium-Brussels
NATO Body NATO International Staff (NATO IS)
Schedule Full-time
Salary (Pay Basis) 9,079.00Euro (EUR) Monthly
Grade A.5

Description

NATO HQ is looking to hire a Deputy Financial Controller for the Office of Financial Control.

The Office of Financial Control (OFC) is responsible for the management of financial and budgetary control systems for several NATO entities, primarily the NATO International Staff (IS) Civil Budget. 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.

Are you looking for a new management challenge in a multinational environment? Can you see the big picture when others are showing you the pieces of the jigsaw puzzle? Are you prepared to make difficult and/or unpopular decisions? Do you enjoy taking on responsibility and implementing policy? If so, this is a good opportunity to join a highly professional and dynamic team.

1. SUMMARY

The Office of Financial Control (OFC) is responsible for the management of financial and budgetary control systems for several NATO entities, primarily the NATO International Staff (IS) Civil Budget. 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 the NATO Financial Regulations, International Public Sector Accounting Standards (IPSAS) and other best practices, including the management of enterprise risk.

The OFC is responsible for procurement, financial operations and reporting for: the NATO IS Civil (including remote Offices) and reimbursable budgets (including in 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 finance and accounting support to a number of Extra Budgetary Funds (including Trust Funds) and bilateral arrangements.

Standards applicable to NATO in the finance area are the NATO Financial Regulations (NFRs), the NATO's Financial Rules and Procedures, the NATO Accounting Framework, the IPSAS, the NATO Civilian Personnel Regulations (CPRs), and the NATO Code of Conduct.

The Office of Financial Control is organised around five functions, (1) Finance, Accounting and Control, (2) Treasury, (3) Procurement, (4) Missions and (5) ERP Competency Centre, with a Front Office overseeing these functions.

The Deputy Financial Controller reports to the Financial Controller, supporting him/her in ensuring an effective day-to-day management of the Office of Financial Control and coordinating across the functional Services to ensure the alignment of OFC processes. S/he is responsible for ensuring that OFC fulfils key taskings in an organized and timely fashion and undertakes ad-hoc assignments that do not fall under the remit of the individual Services. The incumbent ensures that relevant policies are enforced by OFC staff and adhered to by Divisions. S/he contributes to the development of internal control and risk management policies including fraud prevention and detection. S/he is responsible for missions management and policy, and application thereof. S/he provides support to the Financial Controller in issues related to management and brings an operational understanding of the IS line Divisions.

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

1. Assist the Financial Controller setting up a tested internal control system that mitigates the risks to which the OFC activities are exposed.
2. Promote the principles of integrity, transparency and accountability.
3. Maintain and reinforce the OFC staff's sense of team spirit and unity of purpose in light of significant recent recruiting and turnover of staff and the arrival of a new Financial Controller.
4. Ensure the travel management software and travel management contracts are well executed and properly integrated with the ERP's functionality. At the same time, ensure that Missions Unit is well supported in its dealings with user clients.
5. Review, update and where necessary complete standard operating procedures and business processes.

In addition to the application form, candidates are expected to submit a Word or pdf document, maximum of five A4 pages, 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 shortlisting assessment (see full instructions on how to apply at the end of this vacancy notice).

2. QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must:

- have a university degree, preferably in finance, administration or accounting;
- have at least 8 years' proven experience in similar posts including at a supervisory level;
- have proven team leadership skills;
- have the ability to convert strategic guidance into practical activities and projects;
- have excellent drafting and communications skills;
- have the ability to enforce regulations with tact but firmness, in sometimes adverse environments;
- have experience in the use of Enterprise Resource Planning (ERP) systems such as Oracle E-Business Suite;
- possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; IV ("Upper-Intermediate") in the other.

DESIRABLE

The following would be considered an advantage:

- familiarity with the organisation and operation of NATO and the internal workings of NATO HQ, or of another sizable international organisation, or with a budget driven entity;
- a demonstrated knowledge of management in international public or private organisations;
- experience in working in complex environments and organisations that include stakeholder nations;
- experience in project or programme management;
- proficiency in one of the two NATO official languages.

3. MAIN ACCOUNTABILITIES

Vision and Direction

The incumbent develops strategic goals in concert with the Financial Controller and helps implement them across OFC and then the IS. S/he maintains a close working relationship with ASG/DASGs/XOs and Budget Officers as well as other key members of the International Staff and nations with a view to resolving financial policy issues and ensuring that NATO's Financial Regulations are applied. S/he contributes to the development of internal control and risk management policies and assists in their implementation. Take over management of individual or multiple Services as required.

Stakeholder Management

Communicate with IS staff responsible for budget and programme execution to ensure efficient and timely operations in support of the budget holders' activities. Develop and maintain clear lines of communication to promote understanding in Divisions of OFC's requirements and vice-versa. Resolve issues arising with Divisional clients pertaining to respect of internal control, risk management and NFR/FRPs. Ensure that NATO member nations' requirements are properly understood, taken into consideration and executed. Maintain appropriate communications lines with representatives of NATO member nations and of other NATO bodies.

Policy Development

Contribute effectively to policy development in the areas of IS financial management including programme execution, NATO travel, the use and management of extra-budgetary funds, internal control measures, and fraud prevention and detection. Assist in formulating policy and directives in other fields as required.

Planning and Execution

Establish, monitor and enforce policies and procedures that meet the financial standards (NATO Financial Regulations and Financial Rules and Procedures, IPSAS, CPRs, Code of Conduct, etc.) in support of IS global objectives. Define and manage the framework of internal certification needed to generate Management Representation Letters and Statements of Internal Control. Contribute to the monitoring of internal control procedures within the Service.

Representation of the Organization

Deputise for the Financial Controller as required. Represent the Office of Financial Control and attend, as required, ASG meetings, the Budget Committee (BC), the Resource Policy and Planning Board (RPPB) and other committees where the Office has an official seat, or is invited, as well as any relevant Project Board or working group. Chair the Contract Awards Committee as required.

Financial Management

Supervise the budget execution for the NATO-IS as well as certain other bodies located at NATO Headquarters. Examine and control commitment proposals concerning the budgets for which the International Staff Financial Controller is responsible and ensure that they are in accordance with the provisions of NATO's Financial and Civilian Personnel Regulations and accounting standards. Verify and control the payment documents prepared by the Office. Satisfy himself/herself that all transactions comply with the NATO Financial Regulations.

Organisational Efficiencies

Promote management tools and mechanisms that can help OFC function more effectively at a practical level.

Project Management

Plan, organize and supervise projects under the aegis of the Financial Controller. Undertake ad hoc assignments for the Office of Financial Control as required by the Financial Controller. Manage mission related requirements in the ERP and Travel Management Software to provide effective travel services. Oversee Trust Fund related activities.

People Management

Assist the Financial Controller in directing and supervising OFC staff so as to ensure that work is performed in an effective and efficient manner and that OFC functions as a team. Ensure that the relevant Performance Review and Development (PRD) evaluations are performed for all members of OFC. Ensure that the ethical values and interests of the Organization are taken into consideration and provide coaching/guidance as required.

Perform any other related duty as assigned.

4. INTERRELATIONSHIPS

As Deputy Financial Controller, the incumbent assists the Financial Controller in directing and supervising OFC staff and manages the Office in her/his absence. S/he liaises on OFC matters with International Staff, Divisions, national Delegations, Agencies and Military Commands.

Direct Reports: 2

Indirect Reports: 3

5. COMPETENCIES

The incumbent must demonstrate:

- Achievement: Sets and works to meet challenging goals;
- Change Leadership: Personally leads change;
- Conceptual Thinking: Clarifies complex data or situations;
- Developing Others: Provides in-depth mentoring, coaching and training;
- Impact and Influence: Uses indirect influence;
- Initiative: Plans and acts for the long-term;
- Leadership: Positions self as the leader;
- Organisational Awareness: Understands organizational politics;
- Self-Control: Stays composed and positive even under extreme pressure.

6. CONTRACT:

Contract to be offered to the successful applicant (if non-seconded): Definite duration contract of three years; possibility of renewal for up to three years, during which the incumbent may apply for conversion to an indefinite duration contract.

Contract clause applicable:

In accordance with the contract policy, this is a post in which turnover is desirable for political reasons in order to be able to accommodate the Organisation's need to carry out its tasks as mandated by the Nations in a changing environment, for example by maintaining the flexibility necessary to shape the Organisation's skills profile, and to ensure appropriate international diversity.

The maximum period of service foreseen in this post is 6 years. The successful applicant will be offered a 3-year definite duration contract, which may be renewed for a further period of up to 3 years. However, according to the procedure described in the contract policy the incumbent may apply for conversion to an indefinite contract during the period of renewal and no later than one year before the end of contract.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject also to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

7. 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 1) 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 16 September 2019, 23h59 CEST**.

The title of the email must include the vacancy reference (**190713**) and the words **"Key challenges"**.

Please 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. More information about the recruitment process and conditions of employment, can be found at our website (<http://www.nato.int/cps/en/natolive/recruit-hq-e.htm>)

8. ADDITIONAL INFORMATION:

NATO as an equal opportunities employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NATO welcomes applications of nationals from all Member States and strongly encourages women to apply. Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work. Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with. Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements. The nature of this position may require the staff member at times to be called upon to travel for work and/or to work outside normal office hours. The organization offers several work-life policies including Teleworking and Flexible Working arrangements (Flexitime) subject to business requirements. Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.