

Senior Staff Assistant (Finance & Accounting) (260488)

Status

Open

Recruiter

Turco, Sabrina

Status Details

Sourcing

Hiring Manager

Turco, Sabrina

Primary Location *

Italy > Sigonella

Requisition Type

Professional

Hired Candidates

0 out of 1

Vacancy Notice

Internal Description

Description - Internal

LOCATION: NATO Intelligence, Surveillance & Reconnaissance Force (NISRF), Sigonella, Italy

DIVISION: J8

DIRECTORATE: Joint Staff

TITLE: Senior Staff Assistant (Finance and Accounting)

POST NUMBER: OGS JBFX 0020

GRADE: G10

SECURITY CLEARANCE: NATO S E C R E T

1. POST CONTEXT

NATO nations have chosen to acquire a wide area ground surveillance asset based on a High Altitude Long Endurance (HALE) Remotely Piloted Vehicle (RPV). The system chosen is based on a uniquely designed RQ4-4D (Global Hawk) with the Multi-Platform Radar Technology Insertion Programme (MP-RTIP) as the primary sensor, a ground segment including deployable assets, and a supporting communications architecture dedicated to filling some of NATO'S Joint Intelligence, Surveillance, and Reconnaissance (JISR) needs.

The Joint Staff is a structural modification established to meet strategic and operational planning needs. The workforce in these Divisions gathers and analyses information to support decision-making and optimizes resource utilization. Effective coordination and communication across the different divisions are crucial for aligning actions with the command's objectives and strategic goals.

The J8 Division oversees financial planning, budgeting, and resource allocation. This division ensures that the command's financial resources are effectively managed to support operational needs. By incorporating J8 into the Joint Staff, the command can optimize resource utilization and ensure that financial strategies are aligned with mission priorities.

The Finance and Accounting Branch oversees fiscal and accounting activities for the Force.

The Staff Assistant (Finance and Accounting) main responsibility is to effect final payments of authorised expenditures and to safeguard all checks, cash, cashbooks and supporting documents that relate to transactions regarding personnel and activities.

2. DUTIES

The incumbent's duties are:

Process and record accounting and payment transactions, to include troubleshooting, researching and reconciling accounts payable, accounts receivable, encumbrance and general ledger issues for all elements of the NISRF budget.

Ensure that expenditures, encumbrances and general ledger transactions are recorded and accounted for in accordance with all relevant NATO rules, regulations and local as well as ACO policies and IPSAS standards.

Provide oversight of encumbrance and accounts payable operations; studying relevant issues and formulating recommendations/suggestions to improve accounts payable and encumbrance processes.

Prepare, compile, and analyse NISRF accounts payable, encumbrance and general ledger accounting statements, financial reports and statuses of funds to ensure the correct and proper accounting is maintained.

Develop and update the Financial user training. Conducts regularly scheduled financial training for the Fund Managers and other staff.

Produce and compile hard copy documentation related to audits and provides soft copy files required prior to, during, and follow-up to audits.

Research and analyse detailed financial statement issues, including accounts payable, accounts receivable, encumbrance and general ledger issues and proposes solutions.

Review and process accounting transactions for funds disbursement.

Review outstanding encumbrances and their impact on the status of funds;

Review and analyse the programs and procedures related to the receiving, controlling, validating, recording, and reporting of accounting transactions that affect the asset, cost, liability, revenue, and proprietary accounts of the NISRF.

Legal Authority - No

Budget Authority - No

Decision Authority - No

3. SPECIAL REQUIREMENTS AND ADDITIONAL DUTIES

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract

The work is normally performed in a Operational Airbase with possible access to runways aircraft hard standing areas.

Normal Working Conditions apply.

The risk of injury is categorised as No Risk.

4. QUALIFICATIONS

ESSENTIAL

Higher Secondary education and intermediate vocational training in finance, accounting, business administration, economics, public administration or related discipline which might lead to a formal qualification with 2 years experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience.

Two years of experience in finance & accounting

Experience in Business Finance.

Must have an English Standard Language Proficiency level SLP 3333 in Listening, Speaking, Reading and Writing based on NATO standards.

DESIRABLE ASSETS

Accounting Training

Previous NATO assignment

Experience working in an international / military environment

Recent practical experience with ORACLE based financial or similar automated complex accounting software

Knowledge and practical experience with NATO Automated Financial System software operations/functionality, or ORACLE financial software.

COURSE

ETE-FI-2708 - Resource Management Education Programme (RMEP) Course

5. POSITION AND CANDIDATE PROFILE

Professional contacts: Regular professional contacts with others inside and/or outside immediate organisation on functional matters. Solicits/gives information and provides advice/guidance. May negotiate at own level and should use initiative. Could commit the organisational element to a course of action. May involve working contact with representatives of member or partner nations. Requires normal courtesy, understanding and tact in dealing with others

Contribution To Objectives: The work involves the provision of information or analysis of part of a task assisting others to take action or commit resources within the organisation by providing information or analysis. Indirect impact on the work and objectives of the organisation.

This post reports to:

OGS JBFX 0010 - Branch Head (Finance & Accounting) - A3/G17

6. CONTRACT

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations (NCPs).

The basic entry-level monthly salary for a NATO Grade G10 in Italy is Euro 4,150.63 which may be augmented by allowances based on the selected staff member 's eligibility, and which is subject to the withholding of approximately 20% for pension and medical insurance contributions.

7. HOW TO APPLY:

NISRF uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ JFC Naples.

Note that once you create your profile, you will be able to use it to apply for other vacancies within NATO.

Employment pre-requisites:

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

Additional information:

A NATO security clearance of the level required by the position, and approval of the candidate ' s medical file by the NATO Medical Adviser, are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but they must be eligible for a clearance. HQ JFC Naples will take action to obtain the required security clearance from the successful candidates ' national authorities.

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External Description

Description - External

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Budget Authority - No
Decision Authority - No

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