

# Branch Head (Finance & Accounting) (260485)

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

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#### Description - Internal

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

DIVISION: J8

DIRECTORATE: Joint Staff

TITLE: Branch Head (Finance and Accounting)

POST NUMBER: OGS JBFX 0010

GRADE: G17

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 Finance and Accounting Section (F&A) is responsible for the fiscal execution of the NISRF Operations and Support (O&S) and Communications and Information Services (CIS) budgets. The section is responsible to coordinate, arrange, execute and control all fiscal and accounting activities for the Force. The section exercises the payment and control functions within the Force in order to ensure appropriate and timely payment of invoices, recording of financial transactions and assets within the NATO Financial System (FinS), and preparation of annual financial statements. The incumbent is responsible for reviewing, authorizing, and recording all financial activities related to international and multi-national approved monetary credits. The incumbent supervises all finance and accounting functions.

#### 2. DUTIES

The incumbent's duties are:

Advise the J8 Branch Head on all financial and accounting matters.

Direct, plan, organise, coordinate, and manage all facets of the Finance and Accounting Section, exercising general supervision, ensuring the effective utilization of assigned personnel and allocated resources.

Exercise primary staff responsibility for finance and accounting actions and ensures correct application of NATO Financial Regulations (NFRs), ACO Directives, and Memoranda of Agreement (MOA) with the NATO Agencies.

Establish the NISRF finance and accounting system, and integration with other related functions, and is responsible for its upkeep according to existing procedures.

Produce periodic financial statements.

Oversee all finance and accounting aspects of 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 Section, and solves a myriad of problems relating to all appropriated financial activities of the Force.

Coordinate Financial matters such as IPSAS related accounting procedures with ACO, other NATO entities, and Host Nation.

Direct, manage, and control the maintenance of accounts and statistics as required by the J8 Branch Head or Strategic Headquarters in accordance with regulations and expectations.

Ensure all financial commitments/transactions are in accordance with the Military Budget Committee (MBC) approved budgetary authorisations for NISRF. 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.

Develop, reviews, and evaluates accounting and financial management policies, standards, and procedures. Develops improved work processes for accounting.

Represent the Financial Controller on boards, committees and in meetings/working groups discussing issues with finance and accounting implications.

Analyse 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, and general management areas.

Coordinate and resolves financial issues with NSPA, NCIA, ACO J8, as well as the Host Nation Italy Administration Office, and various other agencies.

Review business procedures / processes for effective and correct NAFS or FinS/ financial / accounting data processing.

Legal Authority - Yes

Budget Authority - Yes

Decision Authority - Yes

### 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

University Degree in finance, accounting, business administration, economics, public administration 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 5 years post related and 2 years function related experience.

Five years of experience in finance & accounting

Experience with the overall financial management, control and stewardship of the IT assets and resources used in the provision of IT services, including the identification of materials and energy costs, ensuring compliance with all governance, legal and regulatory requirements

Experience setting strategy and developing plans, policies and processes for the accounting, budgeting and, where applicable, charging of IT resources and services, including the definition of cost models and charging models.

Experience setting, negotiating, and managing all financial budgets and targets, ensuring that there is adequate funding for all IT targets.

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

#### DESIRABLE ASSETS

Accounting Certification or Accounting Degree

Previous NATO assignment.

Experience working in an international / military environment.

Extensive experience with automated financial accounting systems and office automation software packages, particularly spreadsheet applications..

#### COURSE

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

## 5. POSITION AND CANDIDATE PROFILE

### Personal attributes

Professional contacts, normally at a higher functional level, inside and/or outside own organisation, other than normal professional courtesies or information gathering. Contacts requiring explanation, discussion, persuasion and approval of action. Negotiations normally involve a commitment, within existing policies for the organisation, where considerable tact and persuasion are required. May involve working contact with representatives of member or partner nations in MC committees or working groups.

### Contribution to the objectives

The work involves the analysis and research of a complete task with recommendations affecting the plans and management of the organisational element or, for a higher score, of the organisation itself. May influence the decision to obligate resources of the organisation. Direct impact on the work and objectives of the organisation. Some responsibility for resource management. May be able to commit expenditure up to a given ceiling without prior authorisation.

There are first line reporting responsibilities for the following numbers of staff: 1 × B4/G10; 2 × OR-5; 2 × OR-6

This post reports to:

OGS JBXX 0010 - Assistant Chief of Staff (J8) - A4/G20

## 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 (NCPRs).

The basic entry-level monthly salary for a NATO Grade G17 in Italy is Euro 7,246.22 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.

### ADDITIONAL INFORMATION:

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## External Description

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