



HEADQUARTERS ALLIED AIR COMMAND



D-66877 Ramstein-Miesenbach, Germany

Primary Location: Ramstein, Germany
NATO Body: HQ AIRCOM
Schedule: Full-time
Salary (Pay Basis): € 5987.11 Euro Monthly
Grade: NATO Grade G12
Clearance Level: NATO SECRET
Contact Email – External: hqaircom.recruitment@nato.int

Description

The vacancy:

Job Title:	Assistant (Finance and Accounting)
Post Number:	OAC BXFX 0040
NATO Civilian Grade:	NATO Grade 12
Duty Location:	Ramstein, Germany
Post filling date:	1 September 2026
Closing date for applications:	26 April 2026

Organisation Summary and Post Context:

The Allied Air Command (AIRCOM) is the Single Service Command (SSC) responsible for delivering Air and Space Power for Alliance Air operations and missions. AIRCOM provides the core of the NATO Command Structure (NCS) Joint Force Air Component (JFAC), capable to establish suitable Command & Control (C2), to operate as a Joint Task Force (JTF) if so directed by SACEUR and is the Air C2 competency organisation for the Alliance.

The A8 Directorate is responsible for ensuring proper finance and acquisition management including policy development, implementation and oversight of all budgetary, accounting and contracting activities throughout AIRCOM to support static/deployed, standing 24/7/365 and Air and Cyber Space activities in compliance with NATO Financial Rules and Regulations.

The Finance and Accounting Branch is responsible for Command-wide financial control, accounting support, budget execution, financial advice, AIRCOM cash management and disbursing services.

The incumbent provides the Branch Head with financial management advice and analysis pertaining to all issues with financial implications and assists in coordinating a broad spectrum of finance and accounting matters.

This post reports to OAC BXFX 0010 – Branch Head (Finance and Accounting) – A3/G17

Main responsibilities:

- Authorising, within specifically delegated powers of authority, obligation and expenditure of international funds approved for the use of HQ AIRCOM.
- Monitoring the HQ AIRCOM official accounting records in line with related NFRs/FRPs for the approved budgetary credits.
- Monitors the budget execution for the credits managed at HQ AIRCOM.

NATO UNCLASSIFIED

- Analysing and compiling the financial data to document the financial transactions in preparation of the official general ledger accounts.
- Responsible for the day-to-day coordination with other stakeholders (CAOC Uedem, CAOC Torrejon, DACCC Poggio Renatico, and BSG Division) to facilitate proper accounting management.
- Support the process improvement and automation regarding PP&E and Inventory in line with ACO Policies and Directives.
- Prepare and update desk finance and accounting guidance for PP&E and related topics.
- Prepares written responses to internal and external formal inquiries for the revision of the Branch Head.
- Provide onsite assistance and training to include monitoring of budget execution, resolving customer service issues.
- Support the Branch Head in the recurring analysis and control of documents for propriety, accuracy and completeness as well as ensuring availability of budgetary credits.
- Responsible for the control of the accounts of HQ AIRCOM, supports as well in the preparation of the annual financial statement for the local site to include the subordinate units.
- Responsible for monitoring HQ collections and for the timely preparation of Account Receivable report and dunning letter.

Essential Qualifications

- Higher Secondary education and higher vocational training in accounting, finance, management, business administration, public administration, economics or related discipline leading to a formal technical or professional certification with 3 years function related experience, or Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 5 years post related experience.
- Experience in all activities involved in control of accounts and financial activities: reconciliation of accounts, preparation of payroll and examination of vouchers, records and controls commitments, and obligation and expenditure of funds.
- At least 3 years of professional experience in accounting, economics, finance, or business management.
- Formal training in accounting or financial management is essential.
- English – Good – NATO Standard Language Proficiency (SLP) 3322 (Listening, Speaking, Reading, Writing)

NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable Qualifications

- A university degree in business administration, public administration, finance, economics, accounting, or related discipline.
- Experience and knowledge in application of International Public Sector Accounting Standards (IPSAS)
- Relevant experience in accounting in a commercial, governmental, multi-national, or international organisation.
- Extensive experience with financial systems and tools, such as SAP or Oracle Financials.
- Experience and knowledge in the application of NATO financial rules, regulations and systems.
- English: SLP 3333 (Listening, Speaking, Reading, Writing).

Attributes and Competencies

Personal Attributes: The incumbent will need to display a high degree of professionalism and technical expertise in performance of his/her assigned duties. S/he should be self-driven, motivated, and should be able to function independently as well as should be comfortable working in a team environment. The incumbent should be proficient in computers to handle and generate reports from a sizable database. The incumbent must demonstrate a high energy level, personal integrity, a sense of loyalty to the organisation, strong ethics and sound business judgement for working in a financial environment. A high degree of verbal and written communication skills are mandatory.

Managerial Responsibilities: Provides HQ AIRCOM-wide direction, financial oversight and coordinates budget execution and accounting matters with fund managers and the property accounting officers,

Professional Contacts: Responsibilities require a variety of ongoing internal and external contacts.

Contribution to the Objective: The incumbent oversees the financial processes which provide accurate and timely data needed by financial managers and ensures that they understand how this data is to be interpreted and acted upon. Accurate performance of all functions is vital to ACO compliance with statutory reporting requirements directed by the nations. Contributes directly to operational mission objectives through provision of accounting support to deployed headquarters and accounting for operational budgets.

Supervisory Responsibilities The incumbent may deputise for Branch Head (Finance and Accounting) or the Staff Officer (Finance & Accounting).

Special Requirements

The incumbent may be required to undertake deployments in support of military operations and exercises, and/or Travel Duty, both within and without NATO boundaries up to 183 days. 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 and may be on short notice.

The incumbent may also be directed to undertake operational duties supporting AIRCOM in its Air Power projection role, and when HQ AIRCOM executes its role as the JFAC. When COM AIRCOM so directs, personnel will be assigned to a CE position to support operational tasks within the structure; this will require that the individual undergoes appropriate training and preparation. Personnel may also be directed to support activities in the framework of delivering Air Power for the Alliance. All additional operational duties take precedence over peacetime tasks, involve regular/frequent operational training, and may lead to operational deployments or TDY assignments within and beyond NATO boundaries.

Contract

In accordance with current policy, the successful candidate will be offered a two-year definite duration contract, which may be extended. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The successful selected candidate must complete a NATO medical examination and have NATO security clearance before an employment offer will be released. AIRCOM's medical consultant must confirm the recommended candidate is fit to perform the duties and is deployable to NATO's regional areas of operation.

How to Apply

Applications are to be submitted using the NATO Talent Acquisition Platform (NTAP): <https://nato.taleo.net/careersection/2/jobdetail.ftl?job=260577&lang=en> Applications submitted by other means (e.g. mail, e-mail, fax, etc) are not accepted.

Please include essential information in the application form. Particular attention should be given to Education and Experience section of your application form, which should be populated with details of your career to date and educational achievements and certifications as they relate to your application. Attachments are supporting documents and should not replace information requested in the application form.

Your answers to the pre-screening questions must be comprehensive and stand alone, do not rely on attached documents for essential information. Expressions such as “please see attached CV”, or invitations to follow links to personal webpages are not acceptable and will be disregarded.

Current and past civilians working for NATO or any Coordinated Organization, shall indicate their last grade and step held (next to job title), and specify the name of employing NATO body or Coordinated Organization.

Assessments and interviews are tentatively planned for May 2026.

Remarks:

1. Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement, please make sure the submission process is completed or re-submit the application.
2. All candidates will receive an answer indicating the outcome of their application.