

NOTIFICATION OF A CIVILIAN REQUIREMENT
AT JOINT FORCE COMMAND, POST-BOX 270, NL- 6440 AG BRUNSSUM

Our Requirement:

Title: Head of Non-Appropriated Fund Accounting Management
Duty Location: Brunssum, The Netherlands
Local wage rate: Grade 11
Requirement filling date: as soon as possible
Closing date for applications: 14 April 2024 (extended)

Our organisation:

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by Supreme Allied Commander Europe (SACEUR).

The Management Directorate enables the full range of HQ functions through the coordination of services and activities.

The Base Support Group (BSG) is responsible for the coordination of base support operations for JFCBS and collocated entities.

The Morale and Welfare Branch provides and coordinates welfare and recreational facilities and activities for JFCBS community and supported elements.

The incumbent sees to the overall transparent and correct financial and administrative recording and accountability of the non-appropriated funds.

The duties of Head of Non-Appropriated Fund Accounting Management are:

1. Serve as the Non Appropriated Fund Resource Manager, providing fiscal oversight, analysis, and advisory services for non-appropriated (NAF) fund activities:
 - Responsible for financial accounting, budgeting, procurement, disbursing, statistical reporting, and accounting systems for the organization, and assumes responsibility for the propriety, adequacy, and effectiveness of these systems.
2. Manages the JFCBS NAF Budget:
 - Identifies, reviews, and analyzes new and modified budgetary and financial policies, methods, and procedures for impact on financial programs, business functions, and mission objectives.
 - Keeps senior management informed of progress of programs and advises of any significant developments that may impact plans.
 - Participates in financial management meetings with program managers and furnishes advice on the status of funds, legality of expenditures, and the financial health of each operating program.
 - Researches and analyzes prior year statistics, formulates projections, and consolidates budget requests of organizational managers.

- Develops, prepares, and verifies data for submission and reports on budget execution.
 - Establishes procedures to provide managers with financial reports and statements, and revises or adapts existing processes to meet local needs.
 - Identifies, analyzes, and evaluates actual and/or potential problem areas in activities, drawing from trend data and knowledge of the organization; ensures management is aware of unfavorable conditions or trends and recommends options and/or solutions.
 - Compiles pertinent financial and operational data from records, historical files, and related reports for use in analysis of problems, issues, and concerns; reviews data for consistency, accuracy, validity, and relevance to the situation being studied.
 - Establishes quarterly financial statements for the general information of the community.
 - Follows the ACO end of year guidance to prepare the Annual Financial Statements (including a statement of financial position, statement of financial performance, statement of changes in net assets/equity, statement of cash flow, receivables with other NATO entities, payables to other NATO entities) of MWA with all the required information (notes, template for provisions, contingent liabilities and contingent assets, template for reporting full time equivalent, template for reporting all MWA entities at the HQ, template for cash and bank account information, trial balance including the mapping of the financial statements, fixed asset register, MWA financial reports).
3. Performs specific cash transaction duties in the event of exercises, open days, etc. by:
- monitoring compliance with applicable rules and regulations, both in the preparational phase and during implementation;
 - providing mandatory supplementary regulations with respect to monetary and goods transactions and storage of goods, making reference to legislation and regulations in force.
 - monitors whether funds as well as registration and administration of stock etc. are spent and/or recorded correctly and effectively by:
 - conducting on the spot audits;
 - conduct audits of liquid assets;
 - providing advice to and ensuring coordination with the NAF management with respect to audits conducted or to be conducted.
 - conducting inspections in order to verify the completeness of revenues and achieving budgetary targets.

4. Establishes, defines, and implements requirements for financial operations to ensure services and functions comply with legal and regulatory requirements and meet organizational goals and mission requirements:
 - Responsible for organizing, coordinating, directing, and overseeing the activities of the section which is comprised of several areas, such as NAF Financial Management, Logistics Support and Supply, and Private Organizations (use NATO term Category B unofficial).
 - Develops goals and objectives that integrate organization and resource management objectives. Oversees purchase card activities.
 - Administers special morale and welfare programs, oversees NAF payroll and accounting
 - Serves as the non-appropriated funds custodian.
 - Accountable for the logistics/property management program and sale or disposal of NAF equipment/property.
 - Monitors and evaluates section activities to determine compliance with applicable regulations, directives, procedures, and policies.
 - Develops capital improvement, short- and long-range plans; secures and maintains equipment, facilities, and supplies.
 - Provides recommendations to senior managers in overall planning and facilitates cross-functional communications within the organization.
 - Analyzes, reviews, and interprets financial reports, evaluates decisions, and monitors inspection findings; responds to findings and recommendations.
 - Establishes procedural changes for corrective actions and conducts follow-up actions to ensure compliance to regulatory standards and preventive measures are enacted to preclude discrepancy recurrence.
5. Participates in special initiatives, studies, and projects:
 - Identifies the need for special projects and initiates milestones and goals.
 - Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses.
 - Determines appropriate recommendations for unresolved or questionable problems and performs follow-up.
 - Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.
 - Participates in all MWAPC meetings, and presents reports on Non-appropriated Funds Instrumentalities (NAFIs) financial management, financial plans, and other financial matters for all levels of management.
 - Establishes, develops, and maintains effective working relationships with other base organizations, senior leadership, representatives from other military services, NATO agencies, and other related civilian organizations regarding services provided.

6. Performs first level supervisory personnel management responsibilities:

- Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Structures assignments and reviews work of subordinates based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees.
- Provides advice and assistance to subordinates on work and administrative matters. Reviews work methods and procedures for opportunities to improve efficiency or effectiveness; responsible for determining avenues for eliminating significant bottlenecks and barriers to production.
- Assures that mission and accuracy requirements are met; interviews and recommends selection of employees; hears and resolves grievances and complaints; initiates and advocates appropriate corrective and/or adverse/disciplinary action for performance or conduct; schedules and grants leave; identifies training needs; and develops and implements training plans.
- Advises employees in advance of performance expectations, and assures equity of performance standards and rating techniques.
- Appraises performance within established NATO guidelines and time frames.
- Provides and advocates recognition and feedback for employee performance and contributions.
- Practices sound position management by periodically reviewing organization structures and functional assignments to ensure position descriptions are accurate.
- Promotes an environment in which employees are permitted to participate in and contribute to effective program accomplishment.
- Addresses subordinate concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace.
- Manages the JFCBS NAF Budget.

Special Requirements

The work is normally performed in a normal NATO office working environment.

Normal Working Conditions apply. 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.

Required Qualifications:

- English – good – NATO Standard Language Proficiency 3333 (Listening, Speaking, Reading and Writing) in accordance with NATO standard agreement (STANAG) 6001.
NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.
- Dutch – level C1 – advanced user - in accordance with Common European Framework of Reference

- Higher Secondary education and intermediate vocational training in accounting, finance, management, business administration, public administration or relevant discipline which might lead to a formal qualification with 2 years' experience **OR** Secondary education and completed advanced vocational training in relevant discipline leading to a professional qualification or accreditation with 4 years related experience
- At least 4 years of experience in an organization engaged in financial management functions, combined with at least 2 years' experience in a similar position (e.g. Chief Accountant within multinational/international organization or private sector).
- Supervisory experience
- At least 2 years of experience in the preparation of a complete set of Financial Statements in a commercial/public organisation
- Practical experience with automated accounting systems and office automation software packages

Desirable qualifications are:

- 2 years' experience and knowledge in IPSAS, IFRS or other general accounting practise
- Experience in business process reengineering or change management
- A thorough understanding of NATO financial regulations and procedures
- Hands-on experience in operation of automated financial systems in use in NATO
- Internationally recognized professional accountancy qualification

The successful candidate possesses following competencies:

- ✓ Excellent communication skills, both oral and written
- ✓ Very good interpersonal skills including tact and diplomacy
- ✓ Ability to collaborate and work with different stakeholders
- ✓ Analytical thinking
- ✓ Ability to work autonomously
- ✓ Ability to work with deadlines
- ✓ Attention to details

Please note that this is a full time Local Wage Rate (LWR) position, 38 working hours per week. This position follows the terms and conditions of the employment contract regulations for Local Staff employed at the Allied Joint Force Command Headquarters Brunssum in accordance with the LWR Regulations.

The gross monthly starting salary is EUR 4545, 16 (subject to taxes); maximum gross monthly salary in this grade is EUR 6237, 14. In addition to the salary there is monthly 8% (of the monthly gross salary) holiday allowance, an additional end of year payment (current amount is a 1 month salary) and participation in a pension plan (currently ABP).

An employee appointed for 38 working hours per week will be entitled to 184 hours holiday per calendar year. The holiday entitlement under will be increased based on the age reached by the Employee during the relevant calendar year.

Please note that this position is open for nationals of all NATO member countries however please check via: <https://ind.nl/en/work> if a work permit is required.

The selected candidates will be offered a 2-year definite duration contract including a 2 months probationary period. This contract may be followed by a contract of indefinite duration. The successful selected candidate requires a NATO security clearance before an employment offer will be released.

Due date for receipt of applications: 14 April 2024

Candidates have to apply electronically in NATO Talent Acquisition Program through following link:

<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>

In NTAP - Job Search - Search Criteria - Organization, select Joint Force Command Brunssum - click Search for Jobs and select Head of Non-Appropriated Fund Accounting Management – Local Wage Rate.

Please be aware that a Selection Board will only assess the information provided in the job submission form including the answers to the pre-screening questions. Attachments are supporting documents and should not be referred to in the application form.