



JOB DESCRIPTION

Post Details:

Post Title:	Finance Analyst (Policies)	Organisational Element:	FC
Military/Civilian:	Civilian	Location:	Brussels, BE

Organisation context:

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCIA delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

Organisational Element Statement of Functions:

The NCI Agency Financial Controller (FC) is responsible to the General Manager (GM) and the Agency Supervisory Board (ASB) for all aspects of the financial management and related governance for the Agency covering customer funding for services/projects and the associated customer rates and financial plan preparation, internal budgetary and fiscal activities, and the promulgation of financial policy and provision of financial advice. The Agency's annual business volume is in excess of 1BEuro.

Within the Finance Directorate, the Financial Strategy, Policy, Process and Continuous Improvement (FSPC) Division is the leading change agent towards definition and implementation of financial framework best practices in terms of policies, processes and controls, in compliance with rules and regulations. FSPC is driving the financial framework, policies, procedures, processes, systems, internal controls and risk management structural improvements transversally within Finance, cross-functionally in the Agency, with Governance and external stakeholders in an inclusive, collaborative and results oriented manner.

Job role description:

The Finance Analyst (Policies) main responsibilities are to contribute to the development of Agency's financial management framework. This requires delivery, implementation and maintenance of financial policies and procedures in compliance with NCIO charter, NATO Financial Regulations, NATO Accounting Framework, NATO Accounting Policies and NCIO Financial Rules and Regulations.

The financial policies and procedures senior specialist is monitoring policy from external governance bodies and NATO Committees and identifying where policy actions are required.

He/she is drafting, coordinating and supporting the approval and implementation of standardised NCIA wide policies, regulations, directives, standard operating procedures (SOPs) in any area of financial management. He/she contributes to the development and update of Finance business process documentation, design and definition of second level controls for operationalisation within Finance Directorate.

Providing training and guidance to staff on financial policies and procedures to ensure understanding and adherence.

Duties and Responsibilities:

International Public Sector Financial Frameworks

- Has expert knowledge of IPSAS and understanding of implications adopting new standards.
- Provides technical analysis support for critical area's of IPSAS application.
- Advises senior management in addressing complex topics within and across NATO accounting and financial regulations.
- Is a recognised subject matter expert both internally and externally with respect to NATO financial framework and policies.
- Contribute to the development of Financial Management Framework

Business process improvement

- Supports business process improvements.
- Analyses and designs business processes to identify alternative solutions to improve efficiency, effectiveness and exploit new technologies and automation.
- Develops graphical models of business processes to facilitate understanding and decision-making.
- Assesses the feasibility of business process changes and recommends alternative approaches.
- Selects, tailors and implements methods and tools for improving business processes at programme, project or team level.
- Contributes to the definition of organisational policies, standards, and guidelines for business process improvement.

Financial Process Documentation

- Develop and update Finance Business process documentation
- Resolves differences in financial processes across business units or locations.
- Teaches others how to document financial processes to comply with Internal Controls requirements.
- Responds to auditors' questions about information shown in financial process documents.
- Evaluates accuracy of documented processes versus actual operations.
- Works with senior management to ensure their understanding of documented financial processes.

Accounting

- Consults on the effectiveness and efficiency of accounting process flow.
- Contributes to the development of accounting system for the management of assets, liabilities and transactions.
- Formulates accounting practices for general ledger, A-P, A-R and assets.

Financial Risk Management

- Resolves common financial problems with risk assessment techniques.

- Assists in development of a risk assessment.
- Implements a specific approach or methodology for risk assessment.
- Researches specific risk and reward situations or scenarios that could benefit the organization.
- Analyzes risk and reward factors in a specific application.

Additional duties for this post:

- Developing and implementing financial policies and procedures to ensure compliance with regulations and standards.
- Reviewing and analyzing financial data to identify areas for improvement and recommend changes to policies and procedures.
- Collaborating with cross-functional teams to ensure consistency and effectiveness of financial policies and procedures across the organization.
- Build strong relationships with other policy staff inside and outside the NCIA.

Education, Experience and Training (essential):

Education:

- A minimum of a higher vocational training in a relevant discipline with 4 years post-related experience. Or a secondary educational qualification with 6 years post-related experience.

Experience:

- Financial policies, financial management or financial audit experience;
- Proven track record in understanding, documenting and implementing policies and procedures;
- The ability to analyse complex situations and develop well founded recommendations;
- Strong communications skills, particularly in producing written products and briefings in the English language;
- Experience in the Implementation of Internal Controls and Risk Management;
- Knowledge of programme and project management processes and tools;
- Knowledge of and experience in applying International Public Sector Accounting Standards (IPSAS) or similar.

Training/Certifications:

Education, Experience and Training (desirable):

Education:

Experience:

- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Training/Certifications:

Behavioural competencies:

- *Relating and Networking* - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
- *Delivering Results and Meeting Customer Expectations* - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
- *Achieving Personal Work Goals and Objectives* - Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities

Language:

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

NOTE: Most of the work of the NCIA is conducted in the English language.