



## JOB DESCRIPTION

### Post Details:

Post Title:	Finance Analyst (Accounts Payable and Receivable)	Organisational Element:	Finance
Rank/Grade:	G14	Location:	Brussels, BEL.
Military/Civilian:	Civilian		

### 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 NCIA 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.

### Job role description:

The Finance Analyst (Accounts Payable and Receivable) is responsible for the accurate accounting of Accounts Payable (AP); Accounts Receivable (AR) and Personnel Expenses transactions and maintenance of supporting files for compliance, contributes to accounts reconciliation analyses and statutory reporting, assists in process and procedures improvements and establishes partnership and vendor/client relationship.

### Duties and Responsibilities:

#### Accounts Payable (A-P)

- Trains others in reconciliation and back period adjustment practices and procedures.
- Delegates tasks relating to key issues and considerations for day-to-day A-P operations.
- Resolves common and complex A-P errors or problems.
- Supervises all aspects of maintaining accounts payable records.
- Teaches the practices for interdepartmental, partnership, and special case processing.
- Analyzes data flow between the A-P, General Ledger and other financial systems.

#### **Accounts Receivable (A-R)**

- Teaches the practices for interdepartmental, partnership, and special case invoicing.
- Performs reconciliation and back period adjustment practices and procedures.
- Examines data flow between the A-R, General Ledger, and other financial systems.
- Supervises all aspects of maintaining accounts receivable.
- Evaluates key issues and considerations for day-to-day A-R operations.
- Utilizes specific tools for identifying and following up on arrears.

#### **Financial and Accounting Systems**

- Participates in planning enhancements to a financial system and associated business rationale.
- Oversees processes for the enhancement, conversion and retirement plans for core financial applications.
- Coordinates discussions on major competitors' financial applications environments.
- Trains others on multiple financial and accounting systems and related sub-systems.
- Manages key interfaces and interdependencies with other applications systems.
- Evaluates systems for compliance with industry standards and governmental regulations.

#### **Managing Expenses and Finances**

- Evaluates differing expense management alternatives and makes recommendations.
- Facilitates proper documentation and compliance with established standards and regulations.
- Anticipates the relative positive and negative impact of each and every aspect of financial management.
- Utilizes a number of diverse expense management tools and methods.
- Oversees an organization's expense management processes and units.
- Designs, prepares, summarizes and presents expense management reports.

#### **Fraud Management**

- Participates in training on matters of fraud, organizational code of conduct or ethics.
- Identifies one or more safeguards currently in place to detect or prevent fraud.
- Describes the implications of Title VIII of the Sarbanes-Oxley Act as it relates to organization.
- Explains the potential impact of fraudulent activities on the organization.

#### **Internal Controls**

- Studies and evaluates the audit trails of various operational processes.
- Participates in the testing, review and analysis of existing internal controls.
- Applies new technology-based solutions to specific internal control processes.
- Completes files and maintains forms used for internal control documentation.
- Makes recommendations for the enhancement of certain internal controls.

#### **Business Intelligence**

- Works on business intelligence projects in a limited environment.
- Follows relevant BI ethics codes, standards, policies and practices.

- Researches and reports on beneficial BI usage in different departments or environments.
- Uses BI tools to produce management reports.
- Assists in the application of BI to new business situations.

**International Public Sector Financial Frameworks**

- Works within processes and systems that apply IPSAS standards.
- Produces documentation and / or transactions in compliance with NATO accounting and financial policies and regulations.
- Develops further knowledge and understanding of the financial framework, standards and policies through training and experience.

**Additional duties for this post:**

Perform other duties as may be required.  
Deputise for higher grade staff, if required.

**Education, Experience and Training (essential):**

**Education:**

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:**

Current finance/accounting staff management experience of 2 years;

The ability to develop and maintain financial data and contribute to financial statement preparation;

Specific practical experience of 2 years in:

- leading financial statement tables/notes preparation;
- practical experience of managing accounts payable accounting transactions within an ERP tool;
- monitoring and approving accounting transactions related to Accounts of an international corporation or international public sector organisation.

**Training/Certifications:**

Knowledge of IPSAS or IFRS or IAS;

**Education, Experience and Training (desirable):**

**Behavioural competencies:**

- *Deciding and Initiating Action* - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- *Adhering to Principles and Values* - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- *Leading and Managing* - Provides others with a clear direction; motivates and empowers others; attracts and develops staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

**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.