



JOB DESCRIPTION

Post Details:

Post Title:	Finance Assistant (Accounts Payable & Receivable)	Organisational Element:	Finance
Military/Civilian:	Civilian	Location:	Brussels, BEL

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 Assistant (Accounts Payable & 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:

Accounting

- Utilizes cost monitoring practices, techniques and considerations.

- Works with financial transactions and related documentation within the organization.
- Participates in accounting practices of classifying and recording financial data.
- Maintains existing charts of accounts.
- Follows regulations for entering and reporting the financial content in major accounting systems.

Accounts Payable (A-P)

- Verifies that goods and services were delivered as promised.
- Documents current accounting practices and closing cycle procedures and requirements.
- Assists in processing discounts and special invoices.
- Processes accounts payable transactions as a regular part of daily work.
- Prepares purchase orders, invoices, receipts, debits, credits and adjustments.

Accounts Receivable (A-R)

- Performs major types of accounts receivable transactions.
- Prepares miscellaneous or special invoices.
- Maintains accounts receivable records as a regular part of daily work.
- Implements current accounting practices and closing cycle procedures and requirements.
- Processes payments, credits, debits and adjustments.

Budget Management

- Detects and interprets budget variances and overruns.

Stakeholder relationship management

- Deals with problems and issues, managing resolutions, corrective actions, lessons learned, and the collection and dissemination of relevant information.
- Implements stakeholder engagement/communications plan.
- Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management.
- Helps develop and enhance customer and stakeholder relationships.

Financial Reporting

- Designs and interprets varied and complex financial reports.
- Advises others on the methods and purposes to create accurate financial reports.
- Monitors and ensures accuracy of the use of a variety of financial report-writing tools.
- Updates or establishes organizational standards for financial reports.
- Consults others on identifying, tracing, and correcting errors in financial reports.
- Creates and customizes organizational methods and procedures for financial reports.

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 2 years post-related experience. Or a secondary educational qualification with 4 years post-related experience.

Experience:

Demonstrate skills and experience in transactional sub-ledger entries;

Knowledge and experience with Enterprise Resource Planning (ERP) Systems and Business intelligence tools;

Training/Certifications:

Understanding of accounting standards (IPSAS or IFRS/IAS);

Education, Experience and Training (desirable):

Experience:

Knowledge and experience with Enterprise Resource Planning (ERP) Systems and Business intelligence tools, in particular Oracle EBS 12 Accounts Payable and Accounts Receivable ledgers;

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.
- *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.