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Duty Location: **Brussels, BEL**

## **JOB DESCRIPTION**

### **Chief Assistant (Internal Control)**

**Finance**

**Grade: G14**

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 NCI Agency 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.

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 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 900M Euro.

The Chief Assistant (Internal Control) reports to the Internal Control Officer (ICO) who reports directly to FC on internal control issues but is part formally part of the Financial Strategy, Policy, Process and Continuous Improvement (FSPC) branch of the NCI Agency Finance Directorate. The Internal Control function within NCI Agency is mandated by the policies and regulations and therefore has a direct reporting line to the Financial Controller.

### **Duties**

Under the direction of the Internal Control Officer, the incumbent will perform duties such as the following:

- Conducts and executes internal control reviews (testing) of finance controls, operating procedures, and compliance with policies and regulations within the Finance department (e.g. General Ledger, Treasury, Travel, etc. areas).
- Reviews, evaluates and documents the completeness, accuracy, effectiveness, and proper application of internal accounting and financial controls, compliance procedures and controls, and timeliness of supporting documentation.
- Compiles and issue reports detailing conclusions of the internal control reviews conducted and provide recommendations for improvements to management and process owners.
- Supports the development of the Internal Control Framework in Finance and in other Organisational Elements under guidance of the Internal Control Officer.
- Prepares, execute and monitor the quarterly review of Internal Control, Internal Audit and External Audit observations.
- Prepares and execute Impact Analyses and ad-hoc reviews as supervised by the Internal Control Office
- Supports and advises Finance teams in addressing observations and required improvements.

### **Internal Controls**

- Promotes industry-wide enhancements to internal controls.

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- Evaluates internal controls in light of new federal laws and emerging industry auditing practices.
- Institutes new management strategies to evaluate the efficiency and effectiveness of controls.
- Designs changes to the organization's internal controls in order to conform to COSO standards.
- Analyses the changing nature of controls and increased need for risk-based control analysis.
- Champions the need for changes in specific internal controls.

### Audit

- Contributes to planning and executing of risk-based audit of existing and planned processes, products, systems and services.
- Identifies and documents risks in detail.
- Identifies the root cause of issues during an audit, and communicates these effectively as risk insights.
- Collates evidence regarding the interpretation and implementation of control measures.
- Prepares and communicates reports to stakeholders, providing a factual basis for findings.

### Business process improvement

- Manages the execution of 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.

### 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 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.
- Analyses risk and reward factors in a specific application.

#### Financial Process Documentation

- Resolves differences in financial processes across business units or locations.
- Teaches others how to document financial processes to comply with Sarbanes-Oxley requirements.
- Responds to auditors' questions about information shown in financial process documents.
- Evaluates accuracy of documented processes versus actual operations.
- Completes large-scale financial process documentation projects in diverse environments.
- Works with senior management to ensure their understanding of documented financial processes.

#### International Public Sector Financial Frameworks

- Maintains a basic knowledge of IPSAS and its application in NATO.
- Maintains awareness of the customer funding principles and financial framework within the Agency.
- Identifies dependencies between the different NATO accounting and financial regulations.

#### Additional duties for this post

- Other Internal Control related duties depending on priorities provided by management
- Deputises for higher grade staff, if required
- Performs other duties as may be required

#### **Experience and 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.
- Have at least 3 years' experience in internal control or financial audit testing in the private or public sector.
- Have strong knowledge of internationally-recognised internal control frameworks, risk management methods and protocols, or auditing;
- Demonstrable solid MS-Excel knowledge.
- Experience in roles requiring analytical skills, strong communication skills and the capacity to analyse complex situations;
- Proven ability to communicate effectively, orally and in writing;

#### **Desirable Experience and Education:**

- Experience with Teammate Control +
- Experience with Oracle R12
- CIA – Certified Internal Auditor
- Knowledge of International Public Sector Accounting Standards (IPSAS) and/or International Financial Reporting Standards (IFRS) ;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

**Language Proficiency:**

- 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 NCI Agency is conducted in the English language.

**Competencies or Personal Attributes:**

- 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.
- 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