



## JOB DESCRIPTION

### Post Details:

Post Title:	<b>Finance Officer (General Ledger and Asset Accounting)</b>	Organisational Element:	Finance
Military/Civilian:	Civilian	Location:	Brussels, BE

### Organization 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.

### Organizational Element Statement of Functions:

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 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.

### Job role description:

Under the direction of the Section Lead, and consistent with the foregoing key tasks, the incumbent is to use a range of techniques and knowledge, to support and as assigned manage, the delivery of a range of activities such as:

- Operational Management: Assist the Section Lead in managing daily operations of the General Ledger and Asset Accounting team, including PPE and Lease accounting.
- Transaction Oversight: Ensure accurate and timely processing of financial transactions.
- Financial Reporting: Support the preparation of financial reports and analyses.
- Compliance and Controls: Maintain and enforce internal controls and compliance with accounting standards.
- Close Processes: Coordinate month-end and year-end close activities.
- Process Improvement: Identify and implement enhancements to accounting processes and systems.

- Team Support: Provide guidance and support to team members, ensuring effective workflow and issue resolution.

### **Duties and Responsibilities:**

#### **Operational Management:**

- Assist Section Lead in overseeing and managing the daily operations of the General Ledger and Asset Accounting team.
- Ensure that all activities within the team are aligned with the organization's financial policies and procedures.

#### **Transaction Oversight:**

- Ensure accurate and timely processing of financial transactions in the general ledger, including entries related to assets, liabilities, revenues, and expenses in the ERP tool (Oracle E-Business Suite).
- Ensure accurate and timely processing of financial transactions related to Asset Accounting and Lease accounting.
- Monitor and verify transactions to maintain data integrity and accuracy.

#### **Financial Reporting:**

- Support the preparation of various financial reports and analyses, including statements of Position, statements of Performance, cash flow statements, net asset table and other management reconciliation reports.
- Collaborate with other departments to gather necessary information for accurate reporting.

#### **Compliance and Controls:**

- Maintain and enforce internal controls to safeguard the organization's financial assets and ensure compliance with relevant accounting standards (IPSAS, NATO Accounting Framework).
- Ensure and monitor compliance with any other applicable financial regulations and internal policies and directives.

#### **Close Processes:**

- Coordinate month-end and year-end close activities, ensuring all financial transactions are recorded and reconciled on time.
- Prepare and review journal entries and account reconciliations as part of the closing process.

#### **Process Improvement:**

- Identify opportunities for enhancing accounting processes and systems to improve efficiency and accuracy.
- Implement process improvements to streamline workflows and reduce errors in financial reporting.

#### **Team Support:**

- Provide guidance and support to team members, helping to resolve issues and ensure effective workflow.
- Assist in training and mentoring staff to build a knowledgeable and efficient accounting team.

**Additional duties for this post:**

- Other duties depending on priorities provided by management.
- Deputise for higher grade staff, if required

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

**Education:**

A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in a related discipline and 2 years post-related experience. Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 6 years extensive and progressive expertise in duties related to the function of the post.

**Experience:**

- Recent staff management experience of at least 2 years;
- Experience and 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 inventory, fixed assets and lease accounting transactions within an ERP tool;
  - monitoring and approving accounting transactions related to Property Plant and Equipment, Intangibles assets and assets under construction of an international corporation or international public sector organisation.
- Knowledge of IPSAS or IFRS or IAS;

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

**Experience:**

- Experience in digital transformation;
- 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 NCIA is conducted in the English language.

**Competences or Personal Attributes:**

**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.

**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.

Adapting and Responding to Change - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

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.