



JOB DESCRIPTION

Post Details:

Post Title:	Financial Officer (BI Analyst)	Organisational Element:	Finance
Rank/Grade:	G15	Job Family:	Finance and Resource Management
		Location:	Brussels, BE

Organization context:

This is a position within the NATO Communications and Information Agency (NCI Agency), 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.

Organizational 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.

The BM Division is responsible for financial planning, revenue and cost management, as well as the timely capture, processing and presentation of accurate and relevant financial information, tailored to user requirements, and decisively contributing to an effective planning, performance monitoring and decision making process that facilitates sound operational stewardship of the Agency, including programmes.

Financial Planning and Reporting (FP&R) is a corporate level team responsible for:

- Overall coordination of the Corporate Planning
- Preparation of the Financial Plan within the Corporate Plan
- Establishment of the Customer Rates which underpin Agency labour prices
- Regular and timely performance and corporate reporting
- Improving Agency cost accounting
- Analysis of Agency revenue and costs and results
- Business Intelligence implementation, to become data driven, with metrics and KPIs

It works in close collaboration with all C-suite elements.

Job role description:

The Corporate Financial Planning and Reporting Officer with a strong focus on Business Intelligence and Performance, works under the Chief Financial Planning and Reporting, who reports directly to the Business Management Chief. The incumbent contributes to corporate reporting processes and monitoring of financial performance. This includes as well the definition and roll out of BI intelligence and reports to the broader Resource and Portfolio Management Community.

Duties and Responsibilities:

Under the direction of the Branch Chief, and consistent with the foregoing key tasks, the incumbent is to support and manage activities using range of techniques and knowledge such as:

Financial Management, analysis and controls:

- Prepare recurring performance reports and analyses.
- Conduct specific analysis in support of the management and provide recommendations.
- Implement and monitor management decisions.
- Make recommendations on developing new KPIs and metrics to measure performance.
- Present and communicate to peers and management, the results of analysis.

Business process improvement:

- Contribute to the definition and implementation of organisational policies, standards, for business performance improvement including metrics and KPIs.
- Bring different stakeholders together to set-up the necessary analysis streams.
- Describe the data requirements that support analysis exercises and support implementation projects and testing.
- Create and maintain documentation on analysis processes.

International Public Sector Financial Frameworks:

- Develop and maintain good knowledge of financial operations.
- Understand IPSAS and accruals accounting, and their application in NCIA.
- Identify dependencies between NATO accounting and financial regulations.
- Cost analysis of CIS services and projects.

Additional duties for this post:

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

Experience and 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.
- Ability to evaluate business processes and undertake performance analysis and reporting.
- Proven experience in setting up analysis streams and linking them to dataset requirements.
- Good understanding of business intelligence initiatives.
- Understanding of accounting standards (IPSAS or IFRS/IAS).
- Advanced level and proven experience in Microsoft Office including Excel, PowerPoint, and use of an ERP with Business intelligence tools.
- Proven ability to communicate effectively, orally and in writing.
- Working effectively in team, and managing team members.

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.

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.

Travel:

- Possible business travel to NATO and national (NATO and non-NATO) facilities as well as travel between the NCIA offices.