

## IAMD COE JOB DESCRIPTION

**PART I – JOB SPECIFICATIONS (REV 1)**

<u>POST NUMBER:</u>	IAMD-DIR05	<u>DATE:</u>	<u>SEP 2023</u>
<u>HQ / UNIT:</u>	IAMD COE	<u>DUTY LOCATION:</u>	CHANIA/GR
<u>JOB TITLE:</u>	FINANCIAL CONTROLLER	<u>JOB CODE:</u>	DIR05
<u>NATIONALITY:</u>	GRC	<u>SERVICE:</u>	ANY
		<u>AUTH. RANK:</u>	OF-2/3

**PART II – DUTIES**

**A. Post Context:** This is a Staff Officer post in the IAMD COE. The incumbent is responsible for providing Financial Management support to the IAMD COE. The working language of the IAMD COE is English.

**B. Reports to:** The incumbent reports to the IAMD COE Director.

**C. Principal Duties:**

1. Acting as the principal advisor to the Director IAMD COE on financial and budgetary issues.

2. Ensuring the correct use of the Centre's budget/funds and cash ~~entrusted to him~~.

3. Drawing up the annual budget, regular and extraordinary reviews and the infrastructure programmes based on the operating requirements of the IAMD COE.

4. Presenting, explaining and gaining approval for the annual budget, budget review and the infrastructure programmes.

5. Establishing and maintaining complete, accurate and comprehensive accounting (journal) entries with all supporting documentation according to the applicable accounting standards.

6. Preparing auditable annual Financial Statements in accordance with the provisions of the IAMD COE Financial Administrative Procedures (FAPs).

7. Drawing up, revising and co-ordinating all Directives, and Standard Operating Procedures (SOP) and Instructions (SOIP) pertaining to financial and tax procedures, taking into account international agreements and national laws and regulations.

8. Signing confirmation messages-invoices for any claim of activity (courses, conferences, seminars, workshops, etc.) fees submitted/sent to the respective participants/atteendees/trainees.

## IAMD COE JOB DESCRIPTION

9. Conducting regular and extraordinary Internal Financial auditing. Preparing and supporting external audits. Making proposals and directives based on the results of these ~~checks~~audits.

~~10. Acting as procurement officer for IAMD COE and entitled personnel, dealing with the tax authorities as required;~~

~~10. Supervising the procurement and contracting process, providing directions, instructions and guidance to the Procurement and Contracting (P&C) Officer, endorsing/signing all the respective documents.~~

~~11. Supervising the disbursing procedures, providing directions, instructions and guidance to the Disbursing Officer, endorsing all transactions/payments and signing all the respective documents.~~

~~11.12.~~ Developing computer-based visual representations of the ~~accounts~~budget and any financial matters.

~~12.13.~~ Supports the development and execution of the Financial Controller Work Plan.

~~13.14.~~ Interacts with economic entities for the support of IAMD COE's functions and activities.

~~14.15.~~ Performing any other specific duties in accordance with IAMD COE FAPs, taking all necessary actions to issue the required implementation instructions.

### D. Additional Duties:

Nil.

## PART III - QUALIFICATIONS

### A. Essential Qualifications:

#### 1. Professional/Experience:

a. Experience of running an ~~a~~Accounts office or previous assignment as budget or/and fiscal officer;

b. Experience of dealing with tax issues in multinational organization.

#### 2. Education/Training:

a. Qualified Accountant.

b. Knowledge of national and international tax regulations.

#### 3. Security Clearance:

**NATO SECRET.** National authorities are to ensure that security clearance is provided before arrival of the individual at the IAMD COE.

**IAMD COE JOB DESCRIPTION**

4. **Language (Listening, Speaking, Reading, Writing):**

**English:** SLP 3333.

5. **Standard Automated Information System (AIS) Knowledge:**

- a. Working knowledge of the current office suite (document, spreadsheet, presentation, database).
- b. Working knowledge of the current mail tool.
- c. Working knowledge of the web browsing tools.
- d. Detailed knowledge of accounting software.

**B. Desirable Qualifications:**

1. **Professional/Experience:**

Previous appointment in NATO.

2. **Education /Training:**

~~Not Required.~~

a. NATO Resource Management Education Programme Course.

b. Training in International Public Sector Accounting Standards (IPSAS).

3. **Additional Language:**

Not Required.

**C. Civilian Post:**

Not Applicable.

**D. Remarks:**

A minimum handover period of two (2) weeks is required on the rotation of appointees.