



Vacancy Notice

Financial Assistant (241690)

Primary Location	United Kingdom-London
NATO Body	Defence Innovation Accelerator for the North Atlantic (DIANA)
Schedule	Full-time
Application Deadline	06-Jan-2025
Salary (Pay Basis)	4,663.15Pound Sterling (GBP) Monthly
Grade	NATO Grade G12
Clearance Level	NS
Description	

1. OVERVIEW OF DIANA

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. From across the Alliance, DIANA will bring together innovators and operational end users to foster a transatlantic ecosystem supporting dual-use ground-breaking innovation in deep technologies.

DIANA is an independent NATO body comprised of an Allied Board of Directors and a management team - the DIANA Executive (DX). Operating out of regional offices in Europe and in North America, the DX will carry out DIANA's mission: accelerating deep tech, dual-use solutions to critical transatlantic challenges in Defence and security. The DX will use Challenge Programmes in line with a strategic direction as the primary vehicle to accomplish this mission.

DIANA is a dynamic, agile and hybrid workplace, which strives for innovation, diversity, and excellence. In order to achieve these aims, DIANA is committed to providing our people with an environment that is positive, inclusive, and collaborative.

2. OVERVIEW OF THE ROLE

The Financial Assistant works in the DIANA Executive Office of the Financial Controller (DX OFC). The DX OFC is responsible for the management of financial and budgetary control systems for all of DIANA. As custodians of member Nations' funds, DX OFC provides reliable and transparent financial and procurement services in support of DIANA's mission and objectives. It works to comply with International Public Sector Accounting Standards (IPSAS) and other best practices, including robust risk management. Reporting to the DX Financial Controller, the Financial Assistant supports DX OFC in the development and implementation of DIANA-specific financial and procurement processes, policies, and standard operating procedures. They work closely with the Financial Officer and Budget Officer.

Duties of this role include:

- Providing assistance on budgeting and related financial information and conducts analyses and reviews of budget and financial information.
- Assisting with budget preparation, analysis, reconciliation and formulation.
- Assist in preparing financial reports for internal and external use, according to the needs of management, and established policies and regulations.



- Overseeing the efficient flow of information within the team. Compile and keep historical data and documentation to assist with the development of budget requests.
- Compiling information and quantitative data to prepare regular and ad hoc reports that present information such as the status of funds, expenditures, and commitments.
- Contributing to the preparation of the annual DIANA Financial Statements and other financial reporting. Assist in maintaining database, and automated systems that record budget and financial data and track budget and financial activities.
- Assisting in performing cost-benefits analyses to compare current year variances to the approved budgets; review financial requests for accuracy and completeness.
- Preparing authorization for payment and performing other fiscal duties as requested by the Finance Officer.
- Assisting in performing budget execution and monitoring the obligations incurred and the actual expenditures of funds by analysing monthly department budgeting and accounting reports.
- Contributing to the preparation of monthly/quarterly status of funds, analysis of undelivered orders, coordinate information for internal and external briefings such as at the Finance Committee meetings.
- Perform any other related duties as may be required.

3. ROLE REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must have:

- Higher vocational training in a relevant discipline with 4 years post-related experience OR a secondary educational qualification with 6 years post-related experience.
- Experience in financial management, reconciliation of accounts, and budget execution.
- Experience in Treasury functions (e.g. bank reconciliations, uploading bank files etc).
- Experience gathering, compiling and analysing financial and technical information, to identify and resolve financial and budget issues.
- Experience preparing a variety of financial reports covering the status of funds, expenses, and obligations.
- Must be detail & results oriented with the ability to produce quality work efficiently and effectively on time.
- Ability to work effectively under pressure under tight deadlines.
- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in one; and I ("Beginner") in the other.

NOTE: Most of DIANA's internal work is conducted in the English language.

DESIRABLE

The following would be considered an advantage:

- Professional certification and/or degree in a finance-related discipline (Public Accounting, Finance, Business Management, Economics).



- Knowledge of the International Public Sector Accounting Standards and/or International Accounting Standards.
- Experience using an Enterprise Resource Planning (ERP) tool.
- Experience and/or knowledge in procurement processes and procedures.
- Practical experience in multinational programmes or other cooperative development activities.
- Experience in working in a start-up and/or innovative environments.
- Knowledge of NATO Financial Regulations and procedures and/or comparable international financial procedures.

4. WHAT WE OFFER

- Genuinely meaningful work as part of the newest unit within the most successful alliance in history.
- Tax-free salary.
- Household and children's allowances and privileges for expatriate staff including expatriation and educational allowances (where applicable) and additional home leave.
- Excellent private health insurance scheme.
- NATO pension scheme.
- Generous annual leave of 30 days plus official holidays.
- Flexible working conditions and a smoke-free office in London.
- Opportunities for learning and development.

The incumbent is required to be a resident in the host nation for the duration of their contract. DIANA has a flexible teleworking policy to permit working in office, at home, and across NATO Allied Nations subject to managerial approval.

In accordance with the NATO Civilian Personnel Regulations, the successful candidate will receive a definite duration contract of three years, which may be followed by an extension.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 3 years subject to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is six years.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

For more information on DIANA, please visit our [website](#).