

15 JAN 2024

NATO Multinational Division North is calling to apply candidates for the post of **Contracting and VAT Assistant**

Requirements for the candidates

- Education in international business administration, accountancy or equivalent.
- Up-to-date training within the field of accountancy, tax systems and procurement.
- Experience within procurement and contracting service, as well as VAT exemption service.
- Knowledge of the Latvian tax law and the ability to apply it.
- Good communication skills and positive attitude towards various stakeholders - formally and informally - and willingness to learn.
- Proficiency in MS Office and overall knowledge of accountancy management systems.
- Proficiency in English as the primary working language at the HQ is English.
- Military background will be considered an advantage.

Main tasks:

- Assist the Head Contracting in the management of all Division's VAT exemption and reimbursement applications.
- Assist with communication with the Ministry of Foreign Affairs and State Revenue Inspection on all matters concerning exemption and reimbursement of VAT and excise duty.
- Support the Division's deployed personnel to Latvia on VAT exemption and reimbursement.
- Check and prepare all documents for the future exemption and reimbursement of taxes.
- Check decisions concerning VAT and update the Division's internal regulation.
- Maintain a list of contract authority made for Medium Term Financial Plan;
- Monitor contractors' performance, keeping track of past performance records;
- Procure materials and series in the Division in the set scope of responsibility.
- Support the Head Contracting in collecting and investigating contract requirements, preparing invitations for bids and developing contracts.

What we offer

- We offer a challenging and independent job in a multinational organization, where you will be able to work together with both civilian and military employees.
- You will be coordinating with others branches internally in the Headquarters and externally with public institutions.

- You will work in a multinational English speaking environment, the job will be quite dynamic and with a high degree of self-employment and mission command within own responsibilities.
- You will be part of a learning environment, where we are training ourselves, as well as participating in professional courses nationally and internationally within NATO.
- Salary package includes transportation compensation, additional vacation days, hybrid work possibilities, health insurance and access to sport facilities.
- Gross salary: EUR 1800 - 2000.

Security Clearance

- The job requires a security clearance, which must be obtained via the Latvian Security Services. The process is initiated by the Division upon job offer.

How to apply

- Send your CV and letter of motivation in English before the closing date of 30 January 2024 to Iveta.Rasa@reach.nato.int or use cv.lv application form. In your application, please state the country of your citizenship.
- Kindly be informed that only candidates selected for the second round of recruitment will be contacted

Overall information about the company

Headquarters (HQ) Multinational Division North (HQ MND N) was founded in March 2019 as part of NATO's deterrence and collective defence plan of the Baltic region. HQ MND N is located in Adazi Military Base. In peacetime the HQ have operational control of the international forces in the region, and prepares for taking command of divisional forces in case of crisis or war. The HQ also supports the national defence forces in the region with their operational planning and training. The HQ is a part of NATO Force Structure.

The Budget and Finance Branch of the Headquarter (BUDFIN) refers directly to the commander and is organized with Head Finance and three Cells: Chief Accountant & Internal Control (1), Budget & Fiscal (4), and Contracting & VAT (3), in total a staff of 9.

For more information, look for us on social media: Facebook [Multinational Division North](#) and X - @hqmndn

Contact information

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