



# Assistant NPF Accounting Manager – Europe

## WHO WE ARE

CFMWS. A job with purpose. Our 4000+ person strong organization champions a healthy, fun, creative and active lifestyle for Canadian Armed Forces members, Veterans and their families. Help us deliver a variety of recreation and fitness programs, offer family support, organize charity events and make sure our members access retail, travel and banking discounts and customized financial services. At Canadian Forces Morale and Welfare Services (CFMWS), we love what we do. And we live it too.

**SALARY:** 58083.00 - 63197.00 EUR Per Year  
**LOCATION:** Geilenkirchen, Germany – NATO Base  
**POSITION TYPE:** Temporary Full Time – 3 Year Contract  
July 4th, 2025 – July 4th, 2028 (possibility of extension)

## THE ROLE

Under the supervision of the Accounting Manager, the Assistant Accounting Manager plans, coordinates, manages, assigns and reviews the work of accounting clerks in administering accounts payable and receivable. They process, verify and record financial documents, forms and payments on overdue accounts. They prepare data for financial statements, as well as assist with providing accounting control over NPF assets and liabilities. They manage local bank and Central Bank Account (CBA) reconciliations. They act as the European regional contact for accounting matters, as well as review and respond to inquiries from external stakeholders. They process the payment of employee wages to Canadian and non-Canadian employees in accordance with applicable currencies. They verify the monthly cash reconciliation, as required.

## QUALIFICATIONS NEEDED

### Education, Certifications and Licenses

Bachelor's degree in Accounting, Business Administration or a related field AND some years of experience in accounting, financial management or a related field

OR

College diploma or certificate in Accounting, Business Administration or a related field and several years experience in accounting, financial management or a related field

AND

Accounting designation such as Chartered Professional Accountant (CPA), Certified General Accountant (CGA), Certified Management Accountant (CMA) or Chartered Accountant (CA), an asset

### **Experience**

In researching, analyzing and solving financial management issues  
In applying policies, procedures, regulations and relevant legislation  
In developing policies and procedures  
In budget administration  
In personnel administration  
In risk management  
In the preparation of financial statements and reports

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

### **Skills and Abilities**

Leadership skills  
Communication skills  
Analytical skills  
Ability to adapt to change

### **LANGUAGE REQUIREMENTS**

English Essential / Bilingual (English and French) an Asset

### **BENEFITS AVAILABLE**

**Health Benefits:** Drug coverage, healthcare spending account, virtual care (telemedicine), Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance, disability insurance and accidental death and dismemberment coverage.

**Work Life Balance:** A wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

**Retirement Planning:** A Defined Benefit Pension Plan and Group Savings Plans.

**Learning and Development:** Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

**Perks:** Discounts through CF One Member Appreciation.

## **TAX FREE FOREIGN SERVICE BENEFITS (Approximat Amounts)**

Foreign Service Premium: \$ 1,524.78 monthly

Post Specific Allowance: \$ 342.00 monthly

Post Living Allowance: Based on monthly Canada Price Index \$390

Shelter/Utilities Allowance: Based on Rent Ceiling calculation (salary, family size and rent cost)

Fuel Discount Card: Tax Free Fuel in Germany with specific provider

## **OTHER INFORMATION**

This is a Sponsored Fixed Term Employment Contract for an initial term of 3 years, with a possibility of an extension.

Available as a secondment opportunity for all NPF employees. By applying to this opportunity, you agree to participate in our screening process to ensure situational awareness.

The successful candidate must meet all requirements of a Security Reliability check and must be a Canadian citizen.

The successful candidate must agree to complete the screening process for all sponsored SNPF and their families posted in Europe using the current CAF screening process and personnel. This screening process involve a medical and social worker evaluation.

The successful candidate, sponsored by the Commanding Officer, selected to staff a position in OUTCAN (Europe) may be eligible for relocation benefits specifically outlined in HR POL 32, OUTCAN Relocation.

This is an on-site position with an assigned work location.

**Deadline to Apply is March 9, 2025 at 11:59 Hours Central Berlin Time**

## **START DATE**

July 4th, 2025

## **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

To apply, scan the QR code which will take you to the application page.



Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBLOLO8MBD-32266>

To view all opportunities:



[CFMWS](#) | [MFS](#) | [OUTCAN Europe](#) | [CFMWS](#)

Do not see an opportunity that currently interests you? Visit [www.cfmws.ca/careers](http://www.cfmws.ca/careers) and apply to our General Application.