

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Finance, Controlling and Information Technology

The European Space Agency is an equal opportunity employer
and encourages applications from women

POST

Payable Accountant Team Leader in the ESTEC Accounts Payable and Budget Execution Section, Financial Operations Division, Finance, Planning and Controlling Department, Directorate of Finance, Controlling and Information Technology.

This post is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.

LOCATION

ESTEC, Noordwijk (Netherlands).

DUTIES

Reporting to the Head of ESTEC Accounts Payable and Budget Execution Section, the Payable Accountant Team Leader will be responsible for daily management of a team of Section staff and for work organisation and control in the following specific areas:

- analysing, validating and approving all Agency payments to suppliers in compliance with ESA accounting policy, the Financial Regulations, instructions and procedures (internal rules); carrying out related financial operations and interfaces with suppliers;
- end-of-period adjustments, offsetting of prepayments against progress invoices and vendor clearing, analysis of balances, clearing of accrued costs versus invoices received and other accounting practices related to accounts payable;
- contributing to the verification of contracts/purchase orders and CCNs to ensure compliance with financial requirements and affordability, in close cooperation with the Corporate Planning and Controlling Division;
- contributing to monthly and yearly closure of ESA accounts payable, ensuring accounts reconciliation, providing specific notes relating to ESA Financial Statements, interfacing with internal/external auditors;
- contributing to objectives-setting and yearly assessment for the staff in the team;
- contributing to drafting instructions, procedures and guidelines for the Sections/Division;
- responding to queries from industry;
- preparing urgent payment lists;
- maintaining close liaison with the appropriate Cost Centre managers, project managers and administrators providing financial advice and information on the relevant processes;

- representing the Financial Operations Division in assigned tasks as appropriate;
- other ad hoc financial accounting tasks as requested by management.

QUALIFICATIONS Applicants for this post should have a Master's degree or equivalent professional qualifications in a financial discipline and a significant period of practical experience of financial accounting at ESA or in a comparable environment. Very good knowledge of SAP and esa-p with regard to the Procure-to-Pay process and related procedures is essential.

The successful candidate will be highly numerate, possess a strong accountancy background and the analytical skills required to operate a complex accounting system.

Applicants should demonstrate the leadership qualities required to head a team (of professional finance staff) in an international environment and must be able to interact effectively with managers, administrators and suppliers. Good communication, negotiation and interpersonal skills are also a prerequisite for this post.

The working languages of the Agency are English and French. A good knowledge of one of these languages is required together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

CLOSING DATE The closing date for applications is **8 September 2015**.

Applications from external candidates should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH, The Netherlands.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.