

## **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** Senior Accounting Officer in the Financial Accounting & Fixed Asset Section, Accounting 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** ESA Headquarters, Paris (France).
- DUTIES** The Senior Accounting Officer provides support to the Chief Accountant with respect to implementation of the Agency's accounting policy and procedures. The post involves a variety of tasks aimed at ensuring timely, accurate delivery of IPSAS (International Public Sector Accounting Standards) compliant balances under the current ERP (Enterprise Resource Planning) system.
- In particular, the Senior Accounting Officer provides support in the area of fixed assets and for the ESA-wide management of fixed assets and gives guidance on the application of both IPSAS and best practice to fixed asset management.
- The postholder will be responsible for the following duties:
- maintaining and monitoring the application of internal controls and procedures to management of fixed assets;
  - providing timely support to Directorates with respect to fixed-asset development and/or management matters;
  - monitoring, in close cooperation with Directorates, the periodic physical inspection of fixed assets;
  - monitoring, in collaboration with Directorates, the acquisition and disposal of fixed assets to comply with internal policies and procedures;
  - monitoring the monthly and yearly closure of financial accounts and related tasks;
  - supporting the preparation and consolidation of annual IPSAS-compliant financial statements;
  - identifying gaps in key processes and ensuring the implementation of IPSAS-compliant operational policies and procedures;
  - providing business analysis and direction with respect to ensuring IPSAS-compliant policies;
  - ensuring the relevant data cleansing and preparation exercise to achieve continuous IPSAS-compliant balances and financial statements;

- managing the preparation of regular and ad hoc financial management reports;
- monitoring the compliance of IPSAS-related audit observations;
- performing other work-related duties as required.

## QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent in business administration, finance, accounting or a related field. An accounting qualification as Certified Public Accountant (CPA), Chartered Accountant (CA) or Chartered Institute of Management Accountants (CIMA) is required.

A minimum of seven years of professional experience, with increasing responsibility, in accounting and auditing in private- or public-sector multinational organisations is required. Demonstrated experience in complex accounting operations and consolidations is required.

Several years of demonstrated experience in transitioning private-sector or public-sector accounting standards such as International Financial Reporting Standards or IPSAS is required.

Extensive experience in working with the finance module and consolidation in an Enterprise Resource Planning (ERP) is required (preferably SAP).

Candidates must be able to apply conceptual, analytical and evaluative skills in accounting operations. They must be able to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Applicants must have excellent analytical and communication (verbal and written) skills. They must be able to work in a team and in a proactive and autonomous way. Integrity and good interpersonal and relationship management skills are also prerequisites 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 **10 September 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CVs to Human Resources, ESA, 8-10 rue Mario-Nikis, 75738 Paris, Cedex 15 (France).

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2HQ](#).

The Agency may require applicants to undergo selection tests.

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**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 be given first 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.**