

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** Receivables Administrator in the Income Management Section, Corporate Planning and Controlling 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** Under the responsibility of the Head of the Income Management Section, the postholder will be responsible for:
- calculating, monitoring, calling up, recording and collecting contributions from Member States and Participants;
 - controlling third-party contracts/agreements and other income, assessing the compliance of contracts/agreements, determining, installing and controlling commitment ceilings, calculating amounts due, invoicing, recording, collecting, monitoring and reporting accordingly;
 - following up the status of outstanding contributions and debtors, sending reminders in line with the Financial Regulations and Instructions;
 - preparing quarterly reports to the AFC on contributors' funding balances;
 - providing inputs for periodic reporting to the AFC on contributions;
 - participating in the preparation of programme closures with respect to income matters;
 - maintaining an income database on all programmes not yet closed;
 - implementing the accounting rules, recording all income transactions, providing the necessary information on time for the closure of months and years and the ESA Financial Statements (Accounts Receivable, Doubtful Debtors, Accrued Income and Write-offs) in collaboration with the Chief Accountant when needed;
 - interfacing and providing necessary information to internal/external auditors for Accounts Receivable;
 - participating in the drafting, updating or revision of instructions, procedures and guidelines for third-party contracts/agreements and other income when needed;

- proposing cost-effective solutions for continuous improvement of reporting capabilities in support of income management activities;
- acting as back-up for the Head of Section when needed.

In addition to the above, the postholder will be called upon to contribute to other reporting, monitoring and controlling tasks, as requested by their management.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in economics, business administration or a related discipline, together with relevant experience in corporate finance (i.e. auditing). Good knowledge of financial management systems and Microsoft Suite Office, in particular Excel, is required. Experience in working with the finance module in an Enterprise Resource planning (ERP) is required (SAP preferably).

Applicants must demonstrate excellent analytical, interpersonal and coordination skills and in particular precision with figures. The ability to provide quality output against tight deadlines is an essential prerequisite for this post.

For behavioural competencies expected of ESA staff, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these 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 December 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply on-line should submit their CV 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.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, 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.