

Job Title: Business Controller

Req ID 1082 - Posted 27/06/2017



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Science.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

Post Business Controller

This post is classified A2 - A4 on the Coordinated Organisations' salary scale.

Location
ESTEC, Noordwijk, The Netherlands

Description

Business Controller in the Programme Financial Planning & Management Service, Management Support Office, Directorate of Science.

Reporting to the Head of the Programme Financial Planning & Management Service, the Business Controller is responsible for consolidating, maintaining, monitoring and reporting on Directorate – Business Unit – resources and activity planning over the short/medium/long term and associated business management and controlling processes.

The postholder will hold key responsibilities in supporting the Directorate management in preparing and maintaining sound plans of activities while optimising resources. The incumbent provides key support to Directorate decision-making regarding programmatic, resource deployment and business management processes.

In fulfilling these responsibilities the incumbent has multiple interfaces with ESA corporate (Corporate Control, Finance, Procurement, HR, IT), project controlling, Directorate management, delegate bodies and representatives of other funding parties.

Duties

Specific tasks will include:

- coordinating the management of fixed assets within the Science Directorate in close cooperation with inventory management of the project areas, including financial controlling of and reporting on the Directorate's fixed assets;
- maintaining and consolidating the master data of the Science Directorate (D/SCI) as the focal point within the Directorate;
- preparing, coordinating and implementing Year-End Closure (YEC) activities in close cooperation with project controllers and the Corporate Finance, Planning & Controlling Department;
- preparing and implementing support services from the Directorate of Operations (D/OPS), the Directorate of Technology, Engineering and Quality (D/TEC) and the Directorate of Industry, Procurement and Legal Services (D/IPL), including regular scrutiny meetings with D/TEC and D/OPS;
- coordinating the process for production and timely delivery of Directorate Quarterly Reports to Council (QRC) in cooperation with programme and project managers and with Corporate Control;
- maintaining an overall master schedule of programme/project activities and providing regular Cosmic Vision schedule updates;
- supporting the closure of programmes;
- participating in the establishment and maintenance of project cost control procedures and computerised information systems in the Directorate;
- participating in ad hoc Agency working groups and boards requiring financial planning and control expertise;
- providing support to other activities performed in the Office to ensure consistency and continuity of service and support provided to internal and external interfaces and entities.

Technical competencies

Cost and financial regulatory framework, including accounting standards and auditing

Budgeting, cost control and resources and activities planning

Cost structures and financial processes

Reporting

Financial Analysis

Information systems (e.g. SAP, databases)

Behavioural competencies

Problem solving

Planning & organisation

Relationship management

Communication

Systems & broader business thinking

Self motivation

Additional requirements

This post requires a background in business administration and controlling, ideally previous professional experience as a controller under a project or programme preferably at an agency or in industry. Substantial experience is required in the application of project management and control principles and techniques.

Education

Applicants for this post should have a Master's degree or equivalent qualification in a relevant discipline.

Other information

For behavioural competencies expected from ESA staff in general, 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. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

The closing date for application is 25 July 2017.

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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 and Slovenia.

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.