

Job Title: Fixed Assets Accounting Manager

Req ID 1281 - Posted 06/10/2017



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services.

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

Fixed Assets Accounting Manager

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

Location

ESTEC, Noordwijk, The Netherlands

Description

The post holder will report to the Head of the Financial Accounting and Fixed Assets Section in the Finance, Planning and Controlling Department, Directorate of Internal Services.

The postholder is responsible for the implementation of the Agency's accounting policy in the area of fixed assets, the related valuation project (Phaive) up to its completion and the daily management of fixed assets accountants.

Duties

- coordination, assistance and implementation of the Agency's accounting policy and procedures for fixed assets;
- monitoring Agency's compliance with IPSAS 17;
- development, implementation and monitoring of internal controls on fixed assets;
- support to the management and supervision of the valuation project up to its completion;
- accounting for assets under construction, property, plant and equipment and their depreciation;
- maintenance of the fixed assets master data;
- calculation and processing of periodic depreciation;
- processing and recording of fixed assets transfers and retirement;
- management of the fixed assets physical check and impairment exercise;
- management and accounting of the periodic revaluation of fixed assets recognized at fair value;
- provide regular support to Directorates with respect to fixed assets development and/or its management;
- provide support in production of periodic reports including financial statements;
- assistance to the calculation of new Member States entrance fees based on fixed assets value;
- providing support and performing other work-related duties as requested.

Technical competencies

Ability to develop, implement and monitor internal controls

Auditing and reconciliation skills

Cost and financial/management accounting, accounting standards

Fixed assets and inventory management best practices and systems

In-depth knowledge of Microsoft office, particularly Excel

IPSAS, mainly IPSAS 17

SAP knowledge, mainly FI-AA module

Strong analytical and reporting skills

Behavioural competencies

Problem solving

Results orientation
Communication
Planning & organisation
Relationship management
Customer focus

Additional requirements

Education

Applicants for this post should have a Master's degree or equivalent qualification in a financial 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 2 November 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.