

Job Title: Resources Control Assistant

Req ID 4521 - Posted 02/02/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Operations.

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

Resources Control Assistant

This post is for a limited period of 4 years, non-renewable, and is classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ESOC, Darmstadt, Germany

Description

Resources Control Assistant in the Cost Centre Control Section, Business Unit Control Office, Directorate of Operations.

Duties

Reporting to the Head of Section, the postholder will assist in managing financial and manpower aspects for planning, evaluating and implementing the utilisation of workforce and financial resources within the cost structure of the Directorate.

The incumbent oversees the income and expenditure flows, verifying that cost plans are implemented to schedule and budgetary parameters by maintaining close contact with cost centre managers and systematically collecting all relevant data. This includes assisting the Office in conducting cost audits, managing project schedules, and overseeing regulatory-compliance issues.

Main duties include:

- Planning
 - providing support with respect to the planning, implementation and interfacing of financial and workforce resources related to the Directorate;
 - assisting in coordinating preparation of the Directorate's budgets;
 - assisting in consolidating inputs to corporate budgets and delivering further financial data for asset, inventory and risk management;
- Implementing
 - assisting in populating corporate business tools (e.g. SAP) with relevant resources-related data;
 - assisting in managing the financial processes for the services and facilities provided by the Directorate;
 - assisting in taking preventive and corrective measures to ensure integrity of the Directorate's resources plans and financial and cost accounting statements in accordance with ESA policies and applicable accounting standards;
 - providing assistance in managing the directorate's resource utilisation and income for internal and external customers;
- Interfacing
 - assisting in supporting the Directorate's cost centre managers and project controllers by providing guidance on matters related to financial planning and execution and on defining cost models for their cost centres;
 - assisting in coordinating with ESA corporate finance, accounting, risk management and control entities to ensure smooth discharging of the above responsibilities;
 - assisting in providing the Head of Business Unit Control with financial reports enabling the assessment of resource-related performance;
 - assisting in consolidating financial information for external addresses including ESA Stakeholders;

Technical competencies

State-of-the-art knowledge in area of responsibility at required level

Cost and financial/management accounting, accounting standards

Knowledge of SAP solutions

Knowledge of the Procure-to-Pay process

Project and risk management

Budgeting, cost control and resources and activities planning

Behavioural competencies

Communication

Teamwork

Customer Focus

Problem Solving

Planning & Organisation

Self Motivation

Education

Third-level education (e.g. short cycle university education) or equivalent experience, supplemented by specialised training in relevant finance fields.

Additional requirements

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 applications is 02 March 2018.

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.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States when short-listing for interview. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.