

Job Title: Accounting Officer

Req ID 6121 - Posted 06/04/2018



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

Accounting Officer

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

Location

ESA Headquarters, Paris, France

Description

Reporting to the Head of the Financial Accounting and Fixed Asset Section in the Accounting Division, Finance, Planning and Controlling Department, Directorate of Internal Services the postholder is responsible for IPSAS-compliant financial accounting and processing of ESA activities.

Duties

Specific duties include:

- processing accounting entries in SAP;
- maintaining financial accounting master data including the ESA Chart of Accounts;
- preparing VAT claims and related postings;
- preparing and checking final accounts of programme completion reports;
- performing account reconciliations on a regular basis;
- reconciling intercompany postings;
- managing the accounting of the ESA pension and social security schemes and related reporting;
- preparing regular and ad hoc financial management reports;
- extracting and checking quarterly and annual costs reports of EC-funded programmes;
- supporting the monthly and yearly closure of financial accounts and related tasks;
- supporting the preparation of annual IPSAS-compliant financial statements including disclosures;
- participating in the re-inforcement of internal quality controls of financial information;
- preparing requested documentation for auditing IPSAS financial statements;
- supporting draft audit responses with regard to IPSAS-related audit observations;
- providing support and performing other work-related duties as requested.

Technical competencies

SAP knowledge, mainly financial modules (FI-modules)

Strong analytical and reporting skills

Cost and financial/management accounting

Knowledge of accounting standards IPSAS and/or IFRS

In-depth knowledge of Microsoft office, particularly Excel

Behavioural competencies

Communication

Problem Solving

Self Motivation

Results Orientation

Teamwork

Customer Focus

Planning & Organisation

Education

Applicants should have a Master's degree or equivalent qualification 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 desirable.

Additional requirements

A minimum of five to eight years' proven work experience in accounting at private or public-sector multinational organisations. Extensive operational accounting experience in SAP (FI modules: general ledger, VAT, accounts payable, accounts receivable, cash/banks, miscellaneous, fixed assets) is required.

Practical experience in the preparation of IPSAS financial statements.

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 04 May 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. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.