

Job Title: Business Controller

Req ID 6002 - Posted 30/07/2018



EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Technology, Engineering and Quality.

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

This position forms part of ESA's Advance Recruitment Scheme which is established to provide appropriate staffing resources when requirements materialise.

Appointments are therefore made for an initial duration of two years upon which the selected candidate may be appointed to a permanent post in the Agency.

Location

ESTEC, Noordwijk, The Netherlands

Description

Business Controller in the Financial Management Section, Management Support Office, Directorate of Technology, Engineering and Quality.

The Financial Management Section contributes to the smooth operations of the Directorate, the efficient management of its resources and technical infrastructure and facilitates cross-departmental cooperation. Within this domain of competence, the Section is responsible for the uniform and effective implementation of the Directorate's overall financial planning and controlling

Duties

Reporting to the Head of Section, the main tasks and responsibilities of the post holder will include:

- coordinating, consolidating and maintaining the short-, medium- and long-term plans for all activities of the Directorate, including financial plans, procurement plans and schedules;
- contributing to the definition of the Directorate's annual budgets, budgetary flexibility margins and the related budget scrutiny;
- managing the charging policy for the Directorate's services, its Programme, Project and Cost Centre structure, its funds and commitment ceilings, its cost at completion and the associated reporting;
- implementing and operating uniform procedures for the management and control of the Directorate's activities, ensuring proper coherence and quality of data;
- participating in the definition of efficient processes, methods and tools, with particular emphasis on continuous improvement
- implementing a proactive controlling function and performing the necessary analysis to support regular reporting and the related decision-making processes;
- preparing monthly reports; maintaining financial management dashboards and KPIs at directorate level;
- supporting the implementation of the Directorate's Third Party Sales activities;
- supporting the inventory and asset management functions;
- interfacing with ESA corporate services (in particular the Finance Department), as well as related services inside and outside the Directorate, for aspects related to the above tasks;
- participating in ad-hoc working groups and boards where expertise in financial planning and control is required;
- providing support to other activities within the Office to ensure consistency and continuity, and to internal and external interfaces as required.

Duties may also include supporting other activities within the post holder's field of competence.

Technical competencies

General background and specific experience in the technical domains covered by the position
State-of-the-art knowledge in area of responsibility at required level
Budgeting, cost control and resources and activities planning
Business intelligence analysis
Fixed assets and inventory management best practices and systems
Knowledge of business process improvement and business change management
Experience in advanced analytics

Behavioural competencies

Communication
Teamwork
Customer Focus
Problem Solving
Results Orientation
Planning & Organisation

Education

A Master's degree or equivalent qualification in engineering or business administration is required.

Additional requirements

A solid working background in the disciplines related to the above-mentioned tasks, with particular emphasis on business process modelling and big data management, is an essential requirement. Excellent analytical skills and business intelligence analysis experience are distinct assets.

Applicants for this position should be able to think outside the box, introduce innovative methodologies and performance techniques and drive operational improvements. They should be able to work autonomously, effectively and cooperatively in a diverse and international team environment and to define and implement solutions in line with team and individual objectives and project deadlines. In addition, they should have good analytical, organisational and reporting skills, a proactive attitude to solving problems and solid proficiency in IT tools.

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 03 September 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, 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.