

Job Title: Corporate Controller (2 posts)

Req ID 7581 - Posted 01/08/2018



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

Corporate Controller (2 posts)

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

Location

ESTEC, Noordwijk, The Netherlands

Description

The Corporate Controller will report to the Head of the Multi-year Resource Planning and Control Section in the Corporate Planning, Budget and Controlling Division of the Finance, Planning and Controlling Department, Directorate of Internal Services, and will be responsible for the assessment, monitoring and control of the resources of a domain of activities and/or will coordinate one or more end-to-end processes of the Corporate Business Planning and Control framework.

Duties

- assessing in-year and multi-year resource plans (including cost, cash, income, workforce/workload, procurement, schedule) and related risks and analysing deviations from planning;
- determining with Directorates measures to correct deviations from planning;
- analysing the pace of implementation of programmes in support of elaborating financial programmatic corridors and targets for activity domains;
- providing inputs for periodic reporting to the DG/Directors' Committee and to Member States on the overall planning status and achievements of ESA programmes and activities;
- supporting the definition and development of an Agency-wide corporate planning tool and the enhancement of related processes aimed at establishing a common single ESA data set;
- participating in the planning of contributors' financial obligations (including preparation of ESA budgets) and providing support for bilateral discussions with Member States;
- proposing cost-effective solutions for continuous improvement of reporting capabilities in support of controlling activities;
- contributing to other planning, monitoring, reporting and controlling tasks as requested by management.

Technical competencies

Cost and financial regulatory framework, including accounting standards and auditing

Resource planning, monitoring and control processes and techniques

Project cost, schedule and risk management

Consolidation of management reports

Expert knowledge of a SAP based ERP systems and related queries

Knowledge of automated planning and project control tools

In-depth knowledge of Microsoft office, particularly Excel

Behavioural competencies

Communication
Problem Solving
Teamwork
Relationship Management
Planning & Organisation
Results Orientation
Systems & Broader Business Thinking

Education

Master's degree or equivalent qualification in engineering, business administration or a related discipline,

Additional requirements

Candidates must have strong analytical skills and substantial relevant experience in controlling. The ability to provide quality output while working to tight deadlines is an essential prerequisite.

Candidates should have previous professional experience as a controller of a project or programme preferably at agency or industry level. Experience in another function in finance, controlling and auditing will be considered a key asset.

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 12 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 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.