

Job Title: Treasury Administrator

Req ID 8666 - Posted 17/06/2019



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

Treasury Administrator

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

Location

ESA Headquarters, Paris, France

Description

Treasury Administrator in the Treasury Section, Finance, Planning and Controlling Department, Directorate of Internal Services.

Duties

The post-holder reports to the Head of the Treasury Section and under the guidance of Head of Section will play a leading role in the Agency's Treasury management and operations.

The main duties will consist in:

- managing the day to day banking relationships and treasury operations;
- managing and controlling the Agency's liquidity;
- establishing short-term cash-flow projections in order to optimise fund's investment and ensure liquidity;
- participating in negotiations with financial partners;
- monitoring and reporting on treasury position and actual
- participating in the decisions concerning ESA fund investments;
- participating in the governance of ESA treasury;
- developing and maintaining the risk register for the Treasury section;
- documenting Treasury procedures, ensuring compliance with financial regulations and instructions.
- ensuring records and documentation of treasury-related transactions, including recording the Agency's accounting system, to provide meet requirements of correctness, completeness, consistency and transparency of operations;
- contributing to the development of treasury tools, and ensuring their maintenance;
- any other ad hoc tasks as required.

Technical competencies

Knowledge and experience in treasury, fund, currency and cash management

Cash flow planning

Cost and financial regulatory framework, including accounting standards and auditing

Strong analytical and reporting skills

Expert knowledge of a SAP based ERP systems and related queries

Experience with complex databases and the further processing of data extracts with Excel

Behavioural competencies

Results Orientation

Planning & Organisation

Customer Focus
Problem Solving
Communication
Teamwork

Education

Applicants for this post should have a Master's degree or equivalent qualification in economics, financial management or a similar discipline.

Additional requirements

Candidates must have proven experience in treasury, fund, currency and cash management. Highly numerate, the successful candidate will possess the analytical skills required to operate a complex Treasury and Funding management system including excellent knowledge and work experience with computer applications in particular SAP FI and SRM modules for rigorous accounting and constantly updated financial monitoring and reporting. Excellent knowledge of Excel is also required. Experience in another function in finance, controlling and auditing is an 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 15 July 2019.

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.