

# Job Title: Fixed Asset Coordinator

Req ID 8739 - Posted 02/08/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Space Transportation.

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

#### Fixed Asset Coordinator

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

### Location

ESA Headquarters, Paris, France

### Description

Under the direct authority of the Head of the Operating Planning and Business Unit Controlling Office, the postholder is responsible for maintaining the financial database of ESA launchers assets, in coordination with asset maintenance, launch range and cost monitoring (STS-EM) for any changes to assets made available to third parties (e.g. Arianespace, public-sector entities operating ESA-owned engine test facilities).

### Duties

The postholder is responsible for:

- approving fixed assets (FA) master data requests for off-the-shelf FA purchases;
- approving the scrapping/disposal/transfer/acceptance of FA;
- setting up and implementing FA labelling campaigns;
- initiating physical checks of Directorate FA, in coordination with the Finance Accounting and Fixed Asset Section (HIF-FAA);
- acting as contact point for accounting-related information on FA within the Directorate;
- acting as contact point for the FA accounting manager for fixed assets and assets-under-construction issues, including provision of STS FA data for the yearly closure of accounts;
- acting as contact point for questions related to FA matters raised by the Audit Commission, in coordination with the Accounting Division (HIF-FA);
- reviewing all STS WBS eligible to FA capitalisation (including internal settlement rules);
- maintaining STS FA database and interfacing with the Agency's ERP system, including implementation of asset transfers.

### Technical competencies

Cost and financial regulatory framework, including accounting standards and auditing

### Behavioural competencies

Communication  
Problem Solving  
Relationship Management  
Planning & Organisation

### Education

Applicants should have a Master's degree or equivalent qualification in business administration and/or an engineering/technology qualification.

### **Additional requirements**

Applicants should have professional experience as a fixed asset accountant or asset controller preferably at agency or industry level.

Experience in another function in finance, controlling and auditing will be considered a (key) asset.

Some knowledge and/or understanding of space systems architecture will be considered 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 22 August 2019.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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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.