

Job Title: Payable Accountant

Req ID 9163 - Posted 30/01/2020



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

Payable Accountant

This post is classified B5-B6 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, The Netherlands

Description

Payable Accountant in the ESTEC Financial Operations Section in the Financial Operations Division, Finance, Planning and Controlling Department, Directorate of Internal Services.

Duties

- Analysing, validating and approving all Agency payments to suppliers in compliance with ESA rules;
- Carrying out the related financial operations and the related interfacing with ESA stakeholders and suppliers;
- Operating the accounts payable subsystem and its interfaces with the other elements of the financial applications in compliance with the Agency's accounting policies;
- Contributing to the verification of contracts/purchase orders and Contract Change Notices (CCNs) so as to ensure compliance with financial requirements;
- Off-setting of advance payments against the correct progress invoice/payment and vendor clearing;
- Preparation and authorisation of urgent payment lists;
- Contribution to the relevant reporting activities and, as requested, for the preparation of the Agency's Financial Statements;
- Other ad hoc tasks on financial accounting matters as requested by management.

Technical competencies

Accounting and accounts payable processes

Finance module and consolidation in an ERP, preferably SAP

Strong analytical and reporting skills

Behavioural competencies

Communication

Problem Solving

Customer Focus

Planning & Organisation

Results Orientation

Additional requirements

A minimum of five years' experience in the operation of the accounting systems at ESA or comparable establishments. A good knowledge of the Agency's financial and procurement system (esa-p) system would be an asset.

Education

First-cycle higher education (e.g. Bachelor) in a financial discipline.

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 application is 27 February 2020.

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.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

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.