

# Job Title: Finance and Resource Controller

Requisition ID 11926 - Posted 10/12/2020



## 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. For this purpose, we welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

### Post

#### Finance and Resource Controller

This post is for a limited duration of 2 years (non-renewable) and is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

You will report to the Head of the Controlling Unit, Management Support & Control Office, Directorate of Internal Services. You will be assigned initially to designated corporate activities and have a direct interface with ESA Corporate Control, Finance and Procurement, and with external suppliers regarding all matters in their area of activity. You will be responsible for providing support to business unit manager(s) with respect to the implementation of financial planning, monitoring and reporting processes. This covers the preparation, procurement and monitoring of various procurements, from tendering to closure of contracts, including management, financial and planning aspects. You will have numerous interfaces inside and outside ESA, including participation in tenders with external suppliers, and will assist the Cost Centre Manager(s) with conducting business. You will support the Business Unit Controllers (BUCs) in the Agency's Administration Area and DG Services. You will ensure compliance with applicable Regulations and Instructions (Financial, Procurement, etc.).

### Duties

Typical duties and activities include:

- consolidating and maintaining short/medium/long-term planning/revision for assigned activities as well as the related schedules, workforce (staff, contractors, support) and procurement plans;
- preparing annual cost plans, keeping them within commitment ceilings, monitoring execution and reporting on deviations from planning;
- preparing and maintaining internal and external reporting, including in-year, for the assigned project/activity;
- processing and following up contracts, purchase orders and related Contract Change Notices in ESA's financial system (esa-p) dealing with all steps of the procurement process (shopping carts, requests for quotations, etc.);
- planning and monitoring of service level agreements (SLAs) related to information technology, facility management, procurement, legal affairs, industrial audit and policy;
- providing inputs and monthly reports to the BUC(s) and the head of the assigned Business Unit(s);
- providing inputs to BUC(s) for any process with respect to interim closure, the end-of-year exercise and external workforce procurement;
- assisting with Time Sheet Accounting System operations, also acting as local timesheet coordinator;
- assisting with the fixed assets process, acting in particular as coordinator at corporate level.

You may be entrusted with additional tasks as required, such as:

- preparing material and participating in related scrutiny actions;
- helping to implement the corporate controlling work plan, methods and standards for planning and reporting;
- helping with consolidation of the General & Administrative Activities budget and the corporate Basic Activities budget.

### Technical competencies

Understanding of the relevant ESA/EU procurement regulations  
 Cost and financial regulatory framework, including accounting standards and auditing  
 Budgeting, cost control and resources and activities planning  
 Expert knowledge of a SAP based ERP systems and related queries

### Behavioural competencies

Result Orientation  
Operational Efficiency  
Fostering Cooperation  
Relationship Management  
Continuous Improvement  
Forward Thinking

## Education

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Applicants should have a Master's degree in business administration.

## Additional requirements

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You should have previous professional controller experience preferably at agency or industry level. Experience in another function in finance, controlling or 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 Thursday 21 January 2021.**

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at [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, Latvia 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.

(<https://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In view of the limited duration of this post, internal candidates are strongly advised to contact their HR advisor before applying.

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.