

## Third Party Administrator

**Job Req ID:** 12585

**Closing Date:** 23 July 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 25 June 2021

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

#### Third Party Administrator

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

### Location

ESA Headquarters, Paris, France

### Description

Third Party Administrator in the Income Management Section, Corporate Planning, Budget and Controlling Division, Finance, Planning and Controlling Department, Directorate of Internal Services

### Duties

Under the direct authority of the Head of the Income Management Section (HIF-FCI), the Third Party Administrator is entrusted with the following tasks:

- Managing, updating and reporting the ESA Requesting Parties Database, ensuring the appropriate interface in the Finance, Planning and Controlling Department, the Requesting Parties Coordinators and the Single Point of Contact.
- Managing and controlling of income for third-party agreements/contracts and other income for ESTEC, ESRIN, ESOC and EAC including:
  - assessing the compliance of contracts/agreements (control of indirect allocated costs (manpower rates) to external customers such as manpower, facility usage, etc.);
  - determining, installing and controlling commitment ceilings/forecasts of revenues;
  - calculating amounts due, invoicing, recording in SAP, collecting with rigorous monitoring of outstanding claims and reporting;
  - ensuring appropriate interface with the Directorates concerned (D/OPS, D/TEC for CPQs, D/HRE and D/HIF for Human Resources matters) and third-party customers;
  - and updating customer master data receivables, as needed.
- Analysing and reporting risk in terms of execution for third-party contracts/agreements under your responsibility.
- Implementing the accounting rules and providing the necessary information on time for the closure of months and years in collaboration with the Chief Accountant when needed.
- Ensuring support for the closure of the accounts and yearly hard close for the Third Party Accounts Receivable for the Audit of ESA Financial Statements (Accounts

- Receivable, Doubtful Debtors, Accrued/Deferred Income and Write-offs). Interfacing with and providing necessary information to internal/external auditors as requested.
- Support for the preparation of the annual reporting of Third Parties' activities to AFC/Council;
  - Ensuring control and back up for all the EC Agreements including a monthly control of SAP registered manual entries.
  - Following up and closing Third Party programmes as needed.
  - Participating in the drafting, updating or revision of accounting manuals, instructions, procedures and guidelines for Third Party contracts/agreements and other income when needed.
  - Proposing cost-effective solutions for continuous improvement of reporting capabilities in support of income management activities.
  - Other reporting, monitoring and controlling tasks, as requested by management.

### **Technical competencies**

Experience in corporate finance, in particular knowledge and experience in accounting and IPSAS and auditing standards

Strong analytical and reporting skills

Proficiency in Finance IT tools. Experience with complex databases and the further processing of data extracts with Excel

Knowledge in ERP systems in particular SAP

### **Behavioural competencies**

Result Orientation

Operational Efficiency

Fostering Cooperation

Relationship Management

Continuous Improvement

Forward Thinking

### **Education**

A Master's degree in economics, business administration or a related discipline is required.

### **Additional requirements**

You should have relevant experience in corporate finance (i.e. accounting, auditing). Good knowledge of financial management systems and the Microsoft Office Suite, in particular Excel, is required.

Applicants must demonstrate excellent analytical, interpersonal and coordination skills and precision with figures. The ability to provide quality output against tight deadlines is an essential prerequisite for this post.

### **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 23 July 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, Lithuania 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 shortlisting candidates, 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 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.