

## Corporate Controller

**Job Req ID:** 10406

**Closing Date:** 19 October 2021

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 21 September 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. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

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

### Location

ESTEC, Noordwijk, Netherlands

### Description

The Corporate Controller will report to the Head of the Multi-year Resource Planning and Control Section in the Corporate Planning, Budget and Controlling Division of the Finance, Planning and Controlling Department, Directorate of Internal Services, and will be responsible for the assessment, monitoring and control of the resources of a domain of activities and/or will coordinate one or more end-to-end processes of the Corporate Business Planning and Control framework.

### Duties

- assessing in-year and multi-year resource plans (including cost, cash, income, workforce/workload, procurement, schedule) and related risks and analysing deviations from planning;
- determining with Directorates measures to correct deviations from planning;
- analysing the pace of implementation of programmes in support of defining financial programmatic corridors and targets for activity domains;
- providing inputs for periodic reporting to the DG/Directors' Committee and to Member States on the overall planning status and achievements of ESA programmes and activities;
- supporting the definition and enhancement of internal processes aimed establishing a common single ESA data set for planning and control;
- participating in the planning of contributors' financial obligations (including preparation of ESA budgets) and providing support for bilateral discussions with Member States;
- proposing cost-effective solutions for continuous improvement of reporting capabilities in support of controlling activities;
- contributing to other planning, monitoring, reporting and controlling tasks as requested by management.

### **Technical competencies**

Cost and financial regulatory framework, including accounting standards and auditing  
Resource planning, monitoring and control processes and techniques  
Project cost, schedule and risk management  
Consolidation of management reports  
Expert knowledge of a SAP based ERP systems and related queries  
Knowledge of automated planning and project control tools  
In-depth knowledge of Microsoft office, particularly Excel

### **Behavioural competencies**

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

### **Education**

Master's degree in engineering, business administration or a related discipline.

### **Additional requirements**

Candidates must have strong analytical skills and substantial relevant experience in controlling. The ability to provide quality output while working to tight deadlines is an essential prerequisite. Candidates should have previous professional experience as a controller of a project or programme preferably at agency or industry level. Experience in another function in finance, controlling and 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.

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 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, 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 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 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.