



We are looking to appoint asap an

**Assistant to the Secretary General / Accountant correspondent of  
the Office of the Secretary General (m/f)**  
*(Full-time post – 37.50h)*

The Office of the Secretary-General performs executive management duties and provides the schools with advice and assistance in pedagogical, administrative, financial, legal and human resources issues.

**Description of the function:**

The Assistant to the Secretary General of the European Schools will manage a team of two Accountants and will work under the responsibility of the Head of Accountancy Unit of the OSG in order to fulfil the functions assigned by the Financial Regulation applicable to the Budget of the European Schools, as regards the Budget of the OSG (15 million EURO). She/he will also work with the Central Accounting Officer and will be thus subject as well, from a functional point of view, to the accounting standards and procedures issued by the Central Accounting Officer.

Her/his main tasks will be the following:

- *Properly implementing payments, collecting revenue and recovering amounts established as being receivable.*
- *Preparing, presenting and keeping the accounts in accordance with the Financial Regulation.*
- *Treasury management and their safekeeping.*
- *Managing the closure process and establishing the Financial Statements of the OSG in accordance with the Financial Regulation*
- *Other related tasks as requested by the Head of the Accounting Unit of the OSG or resulting from the Financial Regulation or the corresponding Charter of Tasks and Responsibilities applicable to the Accounting Correspondent of the Central Accounting Officer.*

**Profile:**

**Required diploma**

- **Master degree** (*minimum 5 years of higher education*) in finance, accountancy, economics, business administration or related fields, and Experience of **at least three years** in the area of audit/accounting and/or financial management, including minimum one year managing teams.

OR

- **Bachelor degree** (minimum of 3 years of higher education) in finance, accountancy, economics, business administration or related fields, and Experience of **at least five years** in the area of audit/accounting and/or financial management, including minimum one year managing teams.

**In addition:**

- Good knowledge of International Public Sector Accounting Standards (IPSASs).
- Knowledge of languages:
  - Excellent command of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for languages- CEFR standard or equivalent), and
  - Good command of the respective other language (minimum level B1).
- Good communication and negotiation skills.
- Good knowledge of SAP

**Assets:**

- Experience in public administration.
- Experience with the International Public Sector Accounting Standards (IPSASs).
- Recognised professional certifications in accountancy (e.g. ACCA, CMA, CPA, CGMA).
- Experience in an international organisation.
- Knowledge of other EU official languages, with a preference for German.
- Knowledge of the European School System.

**We offer:**

- A permanent contract under the conditions provided by Belgian labour and social law.
- A challenging position in an international team.
- Possibilities for personal development.
- Free schooling in the European Schools.

**Interested? Please apply ONLY if you meet the requirements of the profile. Your application must be submitted via the online form ([click here](#))**

**AND by sending your Europass format C.V. together with your motivation letter (not more than 3 attachments, that is; motivation letter in Word format, Europass format C.V. and copy of your requested diploma) by email to the following address:**

**[OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU)**

**by 3 March 2019 at the latest.**

***Please send your documents* (motivation letter, *Europass format* CV and copy of diploma) **following the instructions below. *Europass CV and instructions must be strictly respected, otherwise your application will not be considered.*****

The 'subject' of the email has to be filled in as follows:

**Accountant Correspondent <Name first name (example: Accountant Correspondent – Proust Angèle).**

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy of the diploma**: (example : **Accountant Correspondent – Proust Angèle 1**).