



We are looking to appoint ASAP an

**Assistant to the Accounting Officer**  
*(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 Accounting Officer of the European Schools will integrate a team of Assistants (four FTE Assistants, in accordance with the foreseen organigram as of 01.01.2019) working under the responsibility of the Accounting Officer of the European Schools in order to fulfil the functions assigned by the Financial Regulation applicable to the Budget of the European Schools.

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.*
- *Participation in the validation of the accounting systems laid down by the authorising officer to supply or justify accounting information.*
- *Treasury management and their safekeeping.*
- *Participation in the establishment of the accounting rules, procedures and the harmonised charts of accounts in accordance with the Financial Regulation.*
- *Participation in the verification of the conformity of the accounting records with the accounting rules and procedures laid down by the Accounting Officer in accordance with the Financial Regulation.*
- *Participation in the central validation mechanism of financial master data.*
- *Preparation of information and statistics related to accountancy.*
- *Other related tasks as requested by the Accounting Officer of the European Schools.*

**Requested Profile:**

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

- OR **Bachelor degree** (minimum of 3 years of higher education) in finance, accountancy, economics, business administration or related fields.
  - Experience of **at least five years** in the area of audit/accounting and/or financial management.
  - 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).*
  - Numeracy, accuracy and rigour skills.
  - Good communication and negotiation skills.
  - Good ICT skills.

#### **Assets:**

- Experience as an auditor or as a consultant of one of the 5 big companies in the sector.
- Experience in the public administration.
- Experience with the International Public Sector Accounting Standards (IPSASs).
- Professional certifications in accountancy generally recognised (e.g. ACCA, CMA, CPA, CGMA).
- Knowledge of SAP.
- Experience in an international organisation.
- Knowledge of other EU official languages.
- 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, it is to say motivation letter in the 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 7 January 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 candidature will not be considered.*****

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

**Assistant Accounting Officer <Name first name (example: Assistant Accounting Officer – Durand Alice).**

The documents attached to your email must be named in the same way by foreseeing 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 : **Assistant Accounting Officer – Durand Alice 1**).