



We are seeking to appoint an

Assistant of the Head of Unit
Internal Control Capability – Control Function
Occupational category¹: 2.18 Assistant to Head of Unit at the OSGES
(full-time post – 37h30)

The European Schools are an intergovernmental organisation offering a multilingual and multicultural education. We have 13 schools in six different European countries with more than 27.000 students. The Office of the Secretary-General of the European Schools is in charge of the management of the European Schools.

Description of the function:

Assisting the Head of Unit and head of cell in controlling the Schools and the Office of the Secretary-General (OSG) to give assurance to the Authorising Officer of the European Schools regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations;
- Reliability of financial reporting;
- Compliance with applicable laws and regulations;
- Prevention of fraud and errors.

Her/his main tasks will be the following:

- Performance of ex-post controls on the basis of a plan approved by the Secretary-General/Authorising Officer of the European Schools (for example recruitment and procurement procedures, review of financial transactions, compliance with internal control standards, review on implementation of objectives and open recommendations from the Bodies auditing the Schools etc);
- Participation in the analysis and validation of the internal control systems put in place by the Schools and the OSG (segregation of duties);
- Participation in the review of payments, financial statements and implementation of the budget;
- Support and advice the Schools on the development of action plans to remediate findings from the auditors;
- Participation in the preparation of guidelines to the Secretary-General, concerning audit findings resulting from the exercise of the financial control activity
Preparation of statistics and analytical data for reporting purposes;
- Other tasks as requested by the Head of Unit and Head of Cell.

Requested Profile:

- **Bachelor's Degree** (minimum 3 years of higher education) in Finance, Accountancy, Economics, Business Administration, or related fields, and **Experience of at least 3 years** in the area of internal or external auditing, consulting, internal control and/or Controlling.

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf> (pages 23 and 28, grade 4-6).

➤ Knowledge of languages:

Excellent command (both written and oral) 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 at least independent command (both written and oral) of the respective other language (minimum level B2 according to the CEFR standard, or equivalent); and disponibility to improve.

- Accuracy, analysis and numeracy;
- Teamwork ability;
- Very good MS-Office and ICT skills (Excel, databases);
- Good communication skills;
- Ability to apply financial and other relevant regulations;
- Availability to travel.

Assets:

- Experience as an auditor or consultant of one of the Big Four accounting firms;
- Level of higher education, in relevant fields, equivalent to Master's degree;
- Relevant professional certifications (for ex. CIA, ACCA, CGAP etc);
- Experience in auditing procurement procedures;
- Knowledge of SAP;
- Knowledge of German, Italian, Spanish or Dutch;
- Experience in an international/public organisation.

We offer:

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

Interested?

Fill out the online form [here](#) and send your application

(motivation letter in Word format, CV in Europass format and copy of diploma) to:

OSG-RECRUITMENT@EURSC.EU

By 15 January 2021 at the latest.

Respect of instructions for applying will be considered for the preselection, therefore please be mindful.

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

ICC Unit Assistant <Name first name (example: ICC Unit Assistant – Dupont Jeanne).

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 : **ICC Unit Assistant – Dupont Jeanne 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>