



We are seeking to appoint

## **an Assistant to the Central Accounting Officer**

**Occupational category<sup>1</sup>: 2.18 Assistant to Head of Unit at the Office of the Secretary-General  
(Full-time post – 37h30/week)**

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 28,750 pupils on roll. The Office of the Secretary-General (OSG) is the central office responsible for managing the European Schools system.

### **Description of the function**

The Assistant to the Accounting Officer of the European Schools will integrate a team working under the responsibility of the Central 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.

### **Main Duties:**

- Properly implementing payments, collecting revenue and recovering amounts established as being receivable.
- Assistance in preparing, presenting and keeping the accounts in accordance with the Financial Regulation.
- 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.
- Assistance in the verification of the conformity of the accounting records with the accounting rules and procedures laid down by the Central Accounting Officer in accordance with the Financial Regulation.
- Assistance in tasks related to verification of financial master data.
- Preparation of information and statistics related to accountancy.
- Other related tasks as requested by the Central Accounting Officer of the European Schools.

### **Profile required:**

- Bachelor degree (minimum of 3 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
- Numeracy, accuracy and rigour skills.
- Good communication skills
- Good ICT skills
- 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 at least intermediate command of the respective other language (minimum level B2)
- Assets:
  - o Level of higher education in relevant fields equivalent to Master degree
  - o Professional certifications in accountancy generally recognised (e.g. ACCA, CMA, CPA, CGMA)
  - o Knowledge of SAP
  - o Experience in an international organisation
  - o Experience as an auditor in one of the 5 big companies in the sector
  - o Experience in the public administration
  - o Knowledge/Experience with the International Public Sector Accounting Standards (IPSASs)

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<sup>1</sup> <https://www.eursc.eu/BasicTexts/2007-D-153-en-13.pdf> (pages 25 and 30, grades 4-6).

- Knowledge of the European Schools System
- Knowledge of other EU official languages, with preference in this order: first to German, second to Dutch/Italian/Spanish and third to the rest of EU official Languages

### **We offer:**

- **A temporary contract<sup>2</sup>** under the conditions provided by Belgian labour and social law
- A challenging position in an international team
- Possibilities for professional development
- A gross monthly salary of minimum € 5.491,22 and maximum € 7.533,11 depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)

### **Interested?**

1<sup>st</sup>) Fill out the **online form** [here](#)

2<sup>nd</sup>) Send your **application** (your motivation letter, CV and a copy of the requested diploma) to [OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU) by **8 January 2023** at the latest.

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.

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<sup>2</sup> The foreseen duration of the temporary contract is six months, with possibility of extension and/or conversion into a permanent one.