



We are seeking to appoint

Assistant to the Financial Controller *(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.

Job description:

Until the end of 2019 the Assistant in the Financial Control Unit will be working under the responsibility of the Financial Controller and the Deputy Financial Controller in order to fulfil the role of the Unit set under the Financial Regulation of the European Schools. He/she will subsequently be integrated into the Team of Internal Control Capability put in place by the Authorising Officer of the European Schools.

Main duties:

- Participation in the ex-post controls planned for 2019 (recruitment and procurement procedures, internal control systems, implementation of objectives and open recommendations from the Bodies auditing the Schools etc).
- Analysis and validation of internal control systems put in place by the Schools and by the Office of the Secretary General.
- Possibility of ex-ante controls (in exceptional cases and until the end of 2019), for ex. funds pre-commitments, financial postings, proposals of payments.
- Preparation of statistics and analytical data for the annual report of the Unit.
- Participation in advisory groups, and in the development of guidelines, on financial and administrative procedures.
- Other tasks as requested by the Financial Controller/Deputy Financial Controller.

Profile:

Required diploma :

- Master's Degree (minimum 5 years of higher education) in Finance, Audit, Accountancy, Economics, Business Administration or related fields.
Experience of at least 3 years in the area of Audit, Control, Finance and /or Accountancy.
- OR** Bachelor's Degree (minimum 3 years of higher education) in Finance, Audit, Accountancy, Economics, Business Administration or related fields.
Experience of at least 5 years in the area of Audit, Control, Finance and /or Accountancy
- 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 European language (minimum level B1 according to the CEFR standard, or equivalent).

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

Assets:

- Experience as an auditor or consultant of one of the Big Four accounting firms.
- Experience with an ERP system (preferably SAP).
- Knowledge of EU official languages other than English and French; preference will be given to German.
- Professional certifications (CIA, ACCA, CGAP, CFSA).
- Knowledge of the European Schools' system.
- 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 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 the Word format, Europass format C.V. and copy of your requested diploma) by email to the following address:

OSG-RECRUITMENT@EURSC.EU

by **1 June 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:

Assistant Financial Controller - Name First name (example: Assistant Financial Controller – 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 : **Assistant Financial Controller – Dupont Jeanne 1**).