



We are looking to appoint asap three posts, 2 full time and 1 half time, of

**Assistants to the Accounting Officer**  
**(2 Full-time posts – 37.50h and 1 half-time post 18.75h)**

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 Assistants to the Accounting Officer of the European Schools will integrate a team 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.

The 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.*
- *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.*
- *Preparation of information and statistics related to accountancy.*
- *Other related tasks as requested by the Accounting Officer of the European Schools.*

**Requested Profile:**

- **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.
- 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
  - At least basic/intermediate command of the respective other language (minimum level A2/B1).

- Numeracy, accuracy and rigour skills.
- Good communication skills.
- Good ICT skills.

### **Assets:**

- Experience as an auditor in one of the 5 big companies in the sector.
- Experience in the public administration.
- Knowledge/Experience with the International Public Sector Accounting Standards (IPSASs).
- Level of higher education in relevant fields equivalent to Master degree
- 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, with preference, in this order, first to German, second to /Dutch/Italian/Spanish and third to the rest of the EU official languages.
- Knowledge of the European Schools System.

### **We offer:**

- A permanent contract under the conditions provided by Belgian labour and social law. The occupational category offered for these posts will be the one corresponding in the current organisational structure of the Office of the Secretary-General of the European Schools to the position of “Assistant to Head of Unit at the Office of the Secretary-General”.
- A challenging position in an international team.
- Possibilities for personal development.
- Free schooling in the European Schools.

**Interested? Please apply ONLY if you meet all the requirements of the profile (“Requested Profile”), indicating whether you apply for the full time position or for the part time position. 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 **5 April 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 -Full Time/Part Time- Name first name (example: Assistant Accounting Officer -Full Time- 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 -Full Time- Durand Alice 1**).