



We are seeking to appoint a

Head of Cell for the control function of the Internal Control Capability Unit

**Occupational category¹: 2.3. Administrative Assistant to the Secretary-General
(Full-time post – 37h30)**

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 27,650 pupils on roll. The Office of the Secretary General is the central office responsible for managing the European Schools system.

Description of the function

Assisting the Head of Unit Internal Control Capability 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.

Main Duties:

All duties concern always the Schools and the OSG.

- Support the preparation of an annual plan of ex-post controls;
- Plan, coordinate, perform and document ex-post controls based on a plan approved by the Secretary-General/Authorising Officer of the European Schools
- Ensure the analysis and validation of the internal control systems put in place by the Schools and by at the OSG (segregation of duties);
- Review of implementation of objectives;
- Contact point for the European Court of Auditors and external auditors;
- Support and advice the schools on the development of action plans to remediate findings from auditors;
- Develop and propose memoranda and guidelines to the Secretary-General, concerning audit findings resulting from the exercise of the financial control activity
- Establishing/keep update/check compliance with an integrated Antifraud, Compliance and Ethics Program. Contact point with the OLAF;
- Preparation of statistics and analytical data for reporting purposes.

The Control function consists of 3-4 employees (including the Assistant Head) and it is in cooperation with the HoU the assistant's responsibility to involve the other employees effectively in the above-mentioned tasks.

Profile required:

- **Master degree** (minimum 5 years of higher education) in finance, accountancy, economics, business administration or related fields **and Experience of at least**

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf> (pages 22 and 28, grade 5-7).

three years in the area of internal or audit auditing, consulting, internal control and/or controlling;

or **Bachelor degree** (minimum of 3 years of higher education) in finance, accountancy, economics, business administration or related fields **and Experience of at least five years** in the area of internal or audit auditing, consulting, internal control and/or controlling;

- Experience in leading small teams (2-3 team members);
- Experience in SAP or other accounting system;
- Knowledge about audit planning and execution;
- Knowledge about testing of controls and performance of walkthroughs;
- Knowledge about internal control;
- Good knowledge of IT tools (MS Office) and ability to adapt to new tools;
- Ability to work autonomously, to take initiative and to follow-up on a topic from A to Z;
- Ability to lead meetings and give presentations and trainings;
- Strong ability to draft reports, guidelines and memoranda;
- Very good communication and interpersonal skills;
- Numeracy, accuracy and rigor skills;
- Availability to travel;
- 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 **B2**).

Assets:

- Experience in an international public organisation or in the EU institutions;
- Knowledge of SAP ERP;
- Knowledge of German, Italian, Spanish or Dutch.

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 the requested diploma) **to:**

OSG-RECRUITMENT@EURSC.EU

By **15 December 2020** 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:

Head of Cell control function ICC Unit - Name and First name (example: Head of Cell control function ICC Unit – 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 : **Head of Cell control function ICC Unit – 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>