



We are seeking to appoint a

Head of Unit Internal Control Capability *(Full-time post – 40h)*

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

The Head of Unit **Internal Control Capability** will have as main responsibility to support the Secretary-General/Authorizing Officer of the European Schools in establishing the general framework of the internal control systems, in order to help ensuring implementation of revenue and expenditure, in accordance with the principle of sound financial management and compliance with the requirements of legality and regularity, in line with the Financial Regulation applicable to the Budget of the European Schools. For these purposes, he/she will on one hand be in charge of the execution of controls according to a plan approved by the Authorizing Officer/Secretary-General of the European Schools and will on the other hand have an advisory role on best practice in Finance, Administration and Human Resources. The function will be directly dependent from the Authorizing Officer/Secretary-General of the European Schools.

Main Duties:

- Definition and implementation of controls according to a plan approved by the Secretary General/Authorising Officer of the European Schools;
- Support and follow-up of the programs, planning and reporting of the Schools and the Office of the Secretary-General in accordance with the principle of sound financial management;
- Identification, prevention, and management of risks;
- Ensure compliance with the relevant rules of the Union law and minimum control standards established by the Board of Governors;
- Point of contact with the European Court of Auditors, Internal Audit Service and other external auditors;
- Prepare and propose memoranda and guidelines to the Secretary-General; advice on financial and administrative matters;
- Prevent and detect irregularities, errors and fraud; establish an integrated antifraud, compliance and ethics program; contact point with OLAF;
- Other analogous tasks defined by the Secretary-General/Authorising Officer of the European Schools in order to support him/her in his/her responsibility for implementing revenue and expenditure in accordance with the principle of sound financial management and for ensuring compliance with the requirements of legality and regularity.

Profile required:

- University degree (minimum of 4 years of higher education) in Finance, Accounting, Law, Economics, Business Administration, or equivalent field;
- Experience of at least 8 years in the area of Audit/Accounting and/or Financial Management/Financial Control;
- Experience as an auditor/controller or accountant preferably in public administration;

- Experience in an international/public organization;
- Management experience and leadership skills;
- 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 other respective language: English or French (minimum level B1 according to the CEFR standard, or equivalent);
- Numeracy, accuracy and rigor skills;
- Very good communication and interpersonal skills;
- Very good ICT skills;
- Availability to travel.

Assets:

- Professional certifications in audit/accountancy/internal control/risk management generally recognized (e.g. CIA, CGAP, ACCA, CPA, CRMA, COSO, FRM etc);
- Knowledge of SAP;
- Knowledge of EU official languages other than the two in the requested profile; preference will be given, in this order, to German and subsequently to Dutch/Italian/Spanish;
- Knowledge of the European Schools system.

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 **6 September 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:

ICC Unit HoU - Name and First name (example: ICC Unit HoU – 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 HoU – 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>