



Office of the Secretary-General of the  
European Schools  
In Brussels

We are seeking to appoint

**Assistants of the Head of Unit  
In the Internal Control Capability Unit – Control Function (*Two full-time posts – 37.50h*)**

The European Schools are an intergovernmental organisation offering a multilingual and multicultural education. We have 13 schools in six different European countries with more than 27.000 students. The Office of the Secretary General of the European Schools is in charge of the management of the European Schools.

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 Assistant in the Internal Control Capability Unit will be working under the responsibility of the Head of Unit Internal Control Capability -Control Function- in order to fulfil the role set under the Financial Regulation of the European Schools.

Her/his main tasks will be the following:

- Performance of ex-post controls on the basis of a plan approved by the Secretary General/Authorising Officer of the European Schools (for example recruitment and procurement procedures, review of financial transactions, compliance with internal control standards, review on implementation of objectives and open recommendations from the Bodies auditing the Schools etc);
- Participation in the analysis and validation of the internal control systems put in place by the Schools and by the Office of the Secretary General (segregation of duties);
- Participation in the review of payments, financial statements and implementation of the budget;
- Preparation of statistics and analytical data for reporting purposes;
- Participation in the preparation of guidelines to the Secretary-General, concerning audit findings resulting from the exercise of the financial control activity;
- Other tasks as requested by the Head/Assistant Head of Unit.

## **Requested Profile:**

- **Bachelor's Degree** (minimum 3 years of higher education) in Finance, Audit, Accountancy, Economics, Business Administration, Law or related fields, and **Experience of at least 3 years** in the area of Audit, Control, Finance and /or Accountancy
  
- **Knowledge of languages:**  
  
Excellent command (both written and oral) 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 independent command (both written and oral) of the respective other language (minimum level B1 according to the CEFR standard, or equivalent); and disponibility to improve.
  
- Accuracy, analysis and numeracy;
- Teamwork ability;
- Very good MS-Office and ICT skills (Excel, databases);
- Good communication skills;
- Ability to apply financial and other relevant regulations;
- Availability to travel.

## **Assets:**

- Experience as an auditor or consultant of one of the Big Four accounting firms;
- Level of higher education, in relevant fields, equivalent to Master's degree;
- Relevant professional certifications (for ex. CIA, ACCA, CGAP etc) ;
- Knowledge of SAP);
- Knowledge of EU official languages, other than English and French, with preference in this order: first to German and subsequently to Dutch/Italian/Spanish;
- Knowledge of the European Schools' system;
- Experience in an international/public organisation.

**We offer:**

- **One permanent contract** and **one replacement contract** (one year renewable, with possibility to be converted into 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<sup>1</sup>.

**Interested?**

**Fill out the online form [here](#) and send your application** (motivation letter in Word format, CV in Europass format and copy of diploma) **to:**

**[OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU)**

**By 16 February 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 Assistant <Name first name (example: ICC Unit Assistant – 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 Assistant – 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>

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<sup>1</sup> Only applicable to permanent contracts.