

FROM HERE.

YOU CAN MAKE
A WORLD OF DIFFERENCE

VN 20/36 BUDGET AND CONTROLLING COORDINATOR

EUMETSAT is operating an increasing fleet of satellites delivering weather and climate data to users worldwide; helping protect lives, property and industries. You do not need to be an engineer or a scientist to make a positive contribution to our missions and societal impacts. Our specialist administrative and support functions play also an important role.

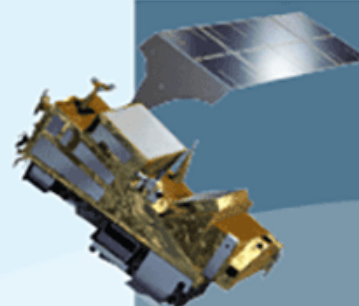
The General Services Division is in charge of all Facility Management activities at EUMETSAT, including the maintenance of EUMETSAT's site infrastructure and related services, oversees all building construction projects and manages a substantial multi-million Euro budget.

The holder of this post is responsible for providing a broad range of services within the General Services Budget and Inventory team and reports to the General Services Budget and Inventory Manager.

DUTIES

Process procurements (purchase orders, invoices, etc.) ensuring accuracy and consistency against the planned budget;
Monitor the availability and depletion of allocated budgets of individual supplier and service contracts and action the required correction measures in a timely manner;
Support the annual financial year-end process for the General Services budget;

Prepare and issue the quarterly General Services supplier evaluation report;
Support the preparation of the General Services annual budget and the long-term financial planning;
Provide project control support to large infrastructure and construction projects (budget planning and monitoring, participation to public tenders).



LOCATION

Darmstadt, Germany



QUALIFICATIONS

Full secondary education, additional training/qualifications on project control, financial management or accounting would be advantageous.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English. Based on necessary interfaces with local suppliers a working level of German would be advantageous.



DEADLINE

23 August 2020

SKILLS AND EXPERIENCE

Proven experience providing project control, financial or accountancy support in a complex and fast-paced environment;

Knowledge and use of an ERP System, preferably SAP and its financial and controlling modules, in addition to excellent MS Office skills, with focus on Excel;

A proactive, flexible and independent working style, with the ability to perform tasks to a high degree of accuracy under minimal supervision;

Excellent analysis, synthesis and presentation skills, as well as strong interpersonal and communication skills, with the ability to apply these to interactions within and between teams;

Ability to process high volumes of data, and adapt to changing budgetary assumption and deadlines.

EMPLOYMENT CONDITIONS

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded B4/B6 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 4428 per month (net of internal tax) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women. Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

ABOUT EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member and Cooperating States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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