

VN 21/22 Accounting Assistant

It is an exciting time to be working at EUMETSAT. As an organisation we are operating a fleet of 10 satellites delivering weather and climate-related satellite data and images to our users worldwide; helping protect lives, property and industries. However, you do not need to be an engineer or a scientist to make a positive contribution. Our specialist administrative and support functions play an equally important role in the success of the EUMETSAT programmes and are valued members of the EUMETSAT family.

The Finance Division of the Administration Department coordinates EUMETSAT's financial planning and budgeting processes, collecting the organisation's revenue, ensuring the safe-keeping of its funds, executing and accounting for all financial transactions and reporting and advising on financial matters.

Working within the Accounting Section of the Finance Division, under the supervision of the Accounting Officer, the Accounts Assistant will play a key role in accounting activities relating mainly to the EUMETSAT travel management systems. The Accounts Assistant will have a strong customer service ethic and bring a blend of accounting and administrative skill with the ability to organise, coordinate and communicate across internal teams and external interfaces.

Duties

- Responsible for the verification, computation and accounting of the travel expenses within the SAP system of EUMETSAT;
- Act as point of contact with internal EUMETSAT customers as well as external travel agencies;
- Provide support and advice for the implementation of support packages and system enhancements of the SAP travel module and Concur;
- Maintain the process documentation for business travel and support changes/developments when necessary;
- Provide training and/or refresher courses to the EUMETSAT internal customers on the travel reimbursement process;
- Support to the Asset Accounting and Accounts Receivable full cycle activities;
- Support to the accounting of investments and bank



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

A full secondary education and training in Accounting with a certificate or equivalent qualification.



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French. Fluency in German is a key asset due to the nature of the external interfaces.



DEADLINE

24 May 2021

- entries;
- Assist the Accounting Officer in all other Financial matters as required.

Skills and Experience

- Proven experience in accounting, preferably in public sector accounting;
- Practical experience with ERP (Enterprise Resource Planning) systems, preferably SAP;
- Practical experience with a Travel management tool (i.e. Concur) would be an advantage;
- A sound knowledge of Excel and Word;
- Ability to work both independently and in a team, as well as under time pressure;
- Excellent interpersonal and team-working skills.

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 A2/A4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,363 per month (net of internal tax but excluding pension contribution and insurances) 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 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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