Accounting Officer- Finance

The Accounting Officer will contribute to improving the production of regular and reliable financial information enabling the follow-up of actual achievements linked to the strategic priorities. The main mission of this position is to ensure the bookkeeping of a defined set of ESF activities (including external contracts), in order to provide reliable information to the users and for the necessary periodic reporting (including to external partners), quarterly closings and annual Closing of Accounts.

The principal success factors for this position are
- to record reliable and finalised bookkeeping in a timely manner (monthly end annual closing processes),
- to compile, analyse financial information with accuracy
- to contribute to the implementation of accounting standards and internal control procedures.

This position will involve:

**Finance & accounting**
- Keeping the books accurately within reactive deadlines to deliver the accounting information necessary for the reporting to the different customers (ESF staff and management, external customers), in compliance with external partners (in particular the European Commission) and in accordance with ESF Financial rules;
- Manage collection, analysis and payment of travel costs
- Ensuring that analytical accounting is properly recorded;
- Participating to the financial reports preparation of actuals in the defined scope of activities on a regular basis (quarterly closings) and collaborating in the consolidation of accounts and the production of financial statements.
- Ensuring follow up and appropriate actions for the collection of receivables in close collaboration with scientific teams
- Regular producing of the receivables aged balance;

**Payments**
- Updating the monthly cash follow up, liaising with the bank for transfers & information requests
- Validating requests for payment initiated by ESF staff to guarantee efficient reimbursements within the framework of the ESF delegated Financial Authority;
- Ensuring a smooth payment process with the admin team

**Procedures & taxes**
- Respecting and ensuring the application of appropriate internal guidelines, charts of accounts, accounting standards and procedures;
- Participating in the writing of internal procedures (accounting, invoicing,…);
- Concatenating data for quarterly fiscal declaration

**Others**
- Undertaking other specific tasks and responsibilities at the request of the ESF.

**The job holder should demonstrate the following competencies:**
- Solid training in Accounting (BTS with 2-5 years’ experience or DCG with 2-3 years’ experience)
- Strong inter-personal and communication qualities within a multicultural context, including discretion and confidentiality;
- Good working level in English, both spoken and written;
- Excellent level in using Microsoft Office software, in particular advanced level in Excel.
- Knowledge of accounting software (Talentia) would be an asset;
- Experience and capacity to deal with change in a fast-evolving environment.
- Capacity to prioritise / time consciousness;
- Improvement-minded to enable review of processes with a view to simplification and automation;
- Capacity to work in a team and in relation with other services
- Capacity to take on responsibilities and work autonomously;
- Critical mind, rigorous and well-organised;
- Service oriented;
- Positive and constructive attitude.

**Employment conditions:**
- This 100% position is offered for a permanent contract starting September 2022.
- The place of work is Strasbourg, France.
- The salary level will be based on experience and qualifications of the successful candidate and will follow ESF terms and conditions.

Please send your application (cover letter + CV in English) by **12 September 2022** to [jobs@esf.org](mailto:jobs@esf.org) quoting the following reference **AO 2022**. Interviews will be held on **20 September 2022**.

*The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.*