

## VACANCY NOTICE

### Accounts Payable Assistant

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.)

EUMETSAT is now inviting well qualified candidates from its Member States to apply for the following post:

**POST:** Accounts Payable Assistant

**LOCATION:** Darmstadt, Germany

**DURATION  
OF INITIAL  
CONTRACT:**

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.

**BACKGROUND:** 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.

Within the Accounting Section of the Division, the Accounts Payable Assistant provides support in the area of Accounts Payable under the supervision of the Accounts Payable Administrator.

**DUTIES:** The main duties of the post will be as follows:

- Scan and register suppliers' invoices in the EUMETSAT Enterprise Resource Planning (ERP) system, currently SAP
- Monitor invoices and prepare payments batches at their due date;
- Assist in the preparation of monthly reconciliations and reports;
- Respond, to ad-hoc internal and external requests and queries;
- Process daily filing of invoices including electronic filing;
- Ensure back up within the Accounts Payable team during absences;
- Assist in other accounting matters as required.

**QUALIFICATIONS:**

- Full secondary education.

**SKILLS AND EXPERIENCE:**

- Proven experience in accounting, especially in the area of Accounts Payable, preferably in public sector accounting;
- Practical experience with the Accounts Payable Module of an ERP (Enterprise Resource Planning) system, preferably SAP; and with electronic banking;
- Proficiency in Microsoft Office software packages, such as Excel and Word;
- Good interpersonal and communication skills, with a proven ability to apply these to working both independently and within and across teams;
- Organised, accurate and methodical approach to work, with the ability to work under time pressure.

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French. In view of contacts with external services, knowledge of German would be an advantage.

**CLOSING DATE: 12 March 2017**

Interviews are tentatively scheduled for week 17/2017.

**Applications in English or French should be sent via our online form (attaching curriculum vitae and covering letter quoting Reference VN(17)05) at**

**[www.eumetsat.int](http://www.eumetsat.int)**

This post is graded B3/B4 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 3,571 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. EUMETSAT does not operate a nationality quota system but, in recruiting Staff members, the geographical distribution will be taken into account.**