

# VN 25/34 Accounting Officer (Closed)

Within the Administration Department, the Finance Division supports the overall EUMETSAT mission by coordinating the financial planning and budgeting process, collecting the organisation's revenue, ensuring the safe keeping of its funds, executing and accounting for all financial transactions and advising and reporting on financial matters, in accordance with the Financial Rules and applicable accounting standards.

It is an exciting time to be working at EUMETSAT. As an organisation we are operating a fleet of 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.

Working within the Accounting Section of the Finance Division, under the supervision of the Head of Accounting Section, the Accounting Officer plays a key role in the full scope of accounting activities.

## Duties

- Assist in maintaining the EUMETSAT financial accounts and in preparing the Financial Statements and periodical financial reports;
- Take responsibility for the reconciliation between the Budget and Financial Accounts;
- Contribute to monthly, quarterly, and annual financial closing processes.
- Assist in the accounting and financial monitoring of agreements with external partners and third-party entities;
- Take responsibility for the monthly reconciliation of payroll with General Ledger;
- Take responsibility of accounting of monthly and yearly provisions;
- Support in internal and external audits;
- Act as deputy to the Head of the Accounting Section when required;
- Assist the Head of the Accounting Section in all other financial matters as required.



### LOCATION

Darmstadt,  
Germany



### QUALIFICATIONS

University degree or equivalent, with a recognised university level professional qualification in Accounting.



### LANGUAGES

Candidates must be able to work effectively in English and have some knowledge of French.



### DEADLINE

23 June 2025

## Skills and Experience

- Minimum 5 years of experience in Financial Accounting, including month end and year end closure of accounts;
- Practical experience with ERP (Enterprise Resource Planning), preferably SAP.
- Expert knowledge and practical experience in MS OFFICE, especially Excel.
- Ability to work both independently and in a team, as well as under time pressure.
- Excellent interpersonal and team-working skills.
- Knowledge of IPSAS (International Public Sector Accounting Standards) would be an advantage.

## 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 7,340 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.)

