

VN 26/29 HR Analyst (Controlling and Payroll)

EUMETSAT is Europe's meteorological satellite agency, operating satellites that monitor the weather and climate from space - 24 hours a day, 365 days a year.

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

The Human Resources Division is responsible for the definition and implementation of employee policies and for the management of HR processes, including planning and financial aspects and supports the entire employee life-cycle including recruitment, learning and development, performance and reward management, administration of benefits and Social Security services and employee relations for approx.700 employees.

Within the Human Resources Division, the Payroll and HR Planning team is responsible to ensure the flawless delivery of end-to-end payroll processing and the administration of complex allowances and social security benefits in accordance with the EUMETSAT Staff Rules. Furthermore, the team is responsible for the annual budgeting and planning process for the organisation's human resources and handles HR related invoices.

We are now seeking an experienced HR Analyst with strong analytical skills and a high sense of responsibility and conscientiousness reporting to the Payroll and HR Planning Manager.

Duties

HR Budgeting and Controlling Payroll related tasks: related tasks:

- Responsible for processing of divisional invoices and creation of purchase requisitions using an ERP system in
- Responsible for timely establishment and accurate processing of monthly payrolls (pensioner, unemployment and



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education with subsequent professional qualifications in the field of HR, Controlling or Finance.



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. Working knowledge of German would be an advantage for liaising with local suppliers and contractors.



DEADLINE

1 July 2026

accordance with financial rules and regulations.

- Monitor and control the budget implementation status of non-payroll related budgets and prepare for the year-end closure process.
- Collect and review inputs from business units to the annual human resources planning process, which involves close interaction with Project Controllers from other business units.
- Support the Payroll and HR Planning Manager in the preparation and implementation of the overall annual HR budgets.
- Analyse HR planning results and deviations and draft reports of these results for management consideration and the Finance Division.

temporary employee payrolls) using an ERP system and fulfilling a back-up role for staff payroll.

- Co-responsible for Time Administration entries for special leave types with effect on monthly payroll results.
- Responsible for monthly social security reporting.
- Assist in the implementation of Staff Rules and Staff Instructions, with a focus on calculation and verification of benefits.
- Answer customer queries on HR administrative matters, with focus on benefits and entitlements for active staff members and EUMETSAT pensioners.

Other tasks:

- Perform general reporting and preparation of statistics for the HR Division.
- Participating in projects for the improvement of HR administration processes and services such as digitalisation of HR processes.
- Provide other administrative support as required.

Skills and Experience

- At least three years of experience in payroll processing within an international environment preferably on SAP/R3;
- Knowledge of SAP/R3 HR or similar, with focus on Payroll and Organisation Management;

- Good knowledge of common software packages like Microsoft Word, Excel and Powerpoint.
- Experience with the Query Manager for SAP would be a distinctive advantage;
- Great attention to detail and confidentiality as well a high sense of reliability;
- Strong capability for analytical thinking and seeing the big picture while maintaining a focus on details;
- Team player with a “can do” attitude; and
- Excellent communication skills with an assertive, yet friendly approach towards customers.

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 5769 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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