



**2018-IPR-R9-FGIII-9944**

**FG III – Accounting Assistant**

<p><b>Position for:</b> <b>FGIII – Accounting Assistant</b></p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The Budget and Accounting Unit of the Directorate for Resources is looking for an Accounting Assistant to support the JRC central accounting team to prepare the accrual-based annual accounts and the operation of the JRC'S local financial system (JIPSY).</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> <li>• Support JIPSY/ABAC users as helpdesk and contribute to the system development and implementation.</li> <li>• Undertake accounting ex-post controls;</li> <li>• Prepare periodic accounting reporting (invoices, pre-financing, guarantees, assets, stocks) and control the content of the reports with the JRC Directorates;</li> <li>• Support the JRC's annual accounting closure and cut-off process;</li> <li>• Support the preparation and provision of accounting training to JRC users;</li> <li>• Support the development and maintenance of the JRC's accounting manual;</li> <li>• Support the development and maintenance of accounting documentation;</li> <li>• Be a member of the JRC's accounting help desk.</li> </ul> <p>Qualifications:</p> <p>Relevant experience of at least 3 years is required.</p> <p>Knowledge of administrative rules and procedures of the Commission as well as a good knowledge of public accounting standards and European Commission's information systems will be considered as an advantage.</p> <p>A very good knowledge of English (B2) is required. Knowledge of Italian is an asset.</p>
<p><b>Directorate Unit</b></p>	<p>Resources Directorate Budget and Accounting Unit</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<p><b>Indicative duration</b></p>	<p>12 months initial contract with possible renewals up to maximum 6 years</p>

<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Ispra</p> <p>Italy</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <p>CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b>  <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>