

Accountant

Brussels | Full-time | Contract Agent, FGIV | Available as of 1 May 2022

Come and RENEW EUROPE with us!

We are Renew Europe and we take pride in being *the* pro-European political group in the European Parliament, fighting for your freedoms and civil rights while securing economic growth and jobs. We are the third largest political group within the Parliament and currently have 102 Members of European Parliament (MEPs) from 23 EU Member States in our ranks. Our team at Renew Europe Group's secretariat reflects this diversity and consists of some 140 members of staff. Our goals are simple: to support and promote the work of our Members; to strengthen and increase our group's reach as we look towards the 2024 European elections.

We are looking for a dynamic and highly motivated individual - who shares our group's values and vision - to join our talented and multilingual team. While previous work experience from the European institutions or Europe's national administrations is always advantageous, we equally value other international experience and a can-do attitude. We offer competitive salaries and excellent benefits, and can guarantee an exciting work environment!

THE ROLE: As our lead Accountant, you will be responsible for all Chapters of our Group's budget. You will represent the interests of the Group, be a reliable team member within our Finance Unit, and work closely together with the Head of Unit for Finance.

WHAT YOU WILL BE DOING

- Undertaking internal control for all Chapters of the Group budget, including ex-ante verification, final checks on payments and centralisation of contract, subscriptions, calls for tenders, etc.;
- Working on the implementation of the Group budget and on monthly statements for specific budget lines (for Authorising Officers);
- Encoding of the invoices concerning Group budget (in collaboration with financial assistants);
- Working on recovery of VAT (preparing of VAT declarations for France, Germany and other Member States) and give assistance to colleagues for questions related to VAT or financial rules;
- Preparing and coordinating calls for tender (both for Group and MEPs), assisting colleagues in the secretariat and MEPs with these;
- Working on relations with suppliers and service providers;
- Working with the Group's accounting system (Navision);
- Preparing and assisting for annual audits and for audits of external auditors;
- Travelling occasionally to Strasbourg as well as to other European locations.



WHAT YOU WILL NEED TO BE SUCCESSFUL

- In accordance with the terms of Article 5 of the Staff Regulations, a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or where justified in the interests of the service, professional training of an equivalent level;
- At least 5 years of relevant professional experience (accounting), gained in an EU institution, an international organisation or other multi-cultural working environment;
- Proven experience in the duties of an Accountant (specified earlier);
- A results-oriented and strategic approach,
- Excellent communication skills and decision-making capacity;
- Ability to work autonomously, taking initiative;
- Eagerness to develop new skills, especially in the area of accounting and financial management;
- Excellent English and a very good knowledge of French, while any additional languages will be considered an asset.
- Excellent communication, teamwork and problem-solving skills.
- Flexibility, adaptability to varying workloads, a willingness to work irregular hours as well as an ability to work well in a team in an international environment.
- Under article 12, (2) of the Conditions of Employment of Other Servants (CEOS) of the European Communities you must also: be a national of a Member State of the European Union and entitled to your full rights as citizen; have fulfilled any obligations imposed by the laws concerning military service; produce the appropriate references/certificates for performance of the duties.

If this role describes you and you are keen to come Renew Europe with us, then please apply for this position by sending us your CV and letter of motivation (in English or French) as a single PDF attachment. Please include the name and contact details (including organisation & role) of at least of one professional referee to your letter.

Please send your application to us at reneweurope.jobs@europarl.europa.eu and title your email as “*Application for Accountant*”.

The deadline for applications for this post closes on 31 March, 2022 at midnight.

Equal opportunities: The Renew Europe Group maintains an equal opportunities policy.

Data protection: Any personal data generated in connection with this recruitment procedure shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present recruitment procedure.