



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Role description

Job title	Accounting Coordinator
Job family	Corporate Functions & Administration
Job sub-family	Planning, Commercial Operation, Finance & Accounting
Entry grade	AST03
Role summary	Carry out accounting tasks in accordance with the delegations of the accounting officer and the procedures laid down in the financial regulations.

Standard role duties & responsibilities	Perform duties reserved only for the Temporary Agent contractual category.
	The duties of the role are performed in accordance with the delegations of the accounting officer:
	Implement payments, collect revenue and recover amounts established as being receivable;
	Support the implementation of the accounting rules in accordance with the provisions of the accounting officer of the European Commission;
	Support the keeping, review and reconciliation of designated general ledger accounts e.g. payable, receivable, tax and/or fixed asset control accounts;
	Coordinate the execution of the periodic asset accounting activities, in liaison with the relevant departments;
	Support the implementation of the year-end financial closure activities;
	Coordinate the preparation of the accounting documents, reports and files to support the audit of the provisional accounts;
	Coordinate the execution of the periodic VAT returns and collect amounts due for refund;
	Document and maintain accounting procedures and processes, participate in process improvement initiatives and validation of the accounting systems, identify and recommend system enhancements;

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	Support the management of the treasury activities, including the preparation of monthly bank reconciliations, cashflow projections in EUR and GBP and provision of accurate, timely financial information to management; Joint signatory on the Agency's banking mandate, support the monitoring of the bank charges to ensure correct implementation of contractual terms; Provide input to technical specifications of the procurement procedures related to the accounting service and administrative management of the resulting contracts, as required.
Role specific duties & responsibilities	The specific tasks of an individual job holders linked to this general role description are further detailed and referenced in: activities of the organisational entity within which the job holder carries out those tasks; the set of annual performance and development objectives, which are established together with the line reporting officer; the competency profile associated with this role – i.e. the full set of role-relevant competencies and proficiency levels as defined in the EMA competency framework the requirement to comply with SOPs, WINs, Confidentiality Undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.
Managing resources	No management or supervision of resources.
Communication and professional contacts	Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations. Standard professional contacts related to normal day-to-day working relations within own job responsibilities. Professional contact limited to the exchange of information requiring courtesy and effectiveness in dealing with others. This may include soliciting and sharing information amongst peers. Contacts with colleagues in roles of higher responsibility will usually be associated to administrative tasks. In particular, an Accounting Coordinator will: Act as a contact point for payable, receivable and asset accounting queries from internal and external stakeholders; Participate actively in Agency working groups and EU network forums related to budgetary and financial accounting matters; Contribute in providing accurate, timely financial information to management; Liaise with European Court of Auditors and the external independent auditors; Liaise with external contractors, as required;

Act as Agency point of contact for VAT matters and liaison with Tax Authorities as required.

Essential requirements

Education
Experience
Skills & knowledge
Certificates

Education

A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Field of Study

Accountancy, finance, economics or business studies.

Experience

6 years from the time when a post-secondary education diploma was awarded; where the official duration of the course is less than three years, the difference shall be deducted from the professional experience, of which three in one or more of the fields of study indicated above.

Skills & knowledge

Book-keeping fundamentals acquired through education and/or work experience;

Knowledge of an Enterprise Resource Planning (ERP) solution, in particular the finance module;

MS Office suite;

Numerical skills;

Analytical thinking and problem-solving skills.

Certificates

n/a

Nice to have

Education
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Education

n/a

Experience

Working with the financial regulations of the European Union;

Working with SAP modules: financial accounting (FI), funds management (FM), sales and distribution (SD), material management (MM), collection management, dispute management and biller direct.

Skills & knowledge

Knowledge of the International Public Sector Accounting Standards (IPSAS).

Certificates

Professional full or part-qualification in accounting e.g. AAT, ACCA, CIMA, CIPFA or similar.

Category	Competency	Proficiency level
Role competencies	Accounting management incl. treasury management	Basic
	Budget and finance management	Basic
Sub-family competencies	Understanding business context	Basic
	Continuous improvement	Basic
	Applied knowledge	Basic
Grade competencies	Adaptability and agility	Intermediate
	Coping with pressures and setbacks	Intermediate
	Prioritising and organising	Intermediate
Core competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Intermediate