

ACCOUNTS OFFICER VACANCY



We are a Left-wing political group in the European Parliament fighting for workers, climate action, feminism, peace & human rights. We seek to recruit an **accounts officer**

ABOUT THE ROLE

The successful candidate will be a member of the accounts team and will provide support for all initiation tasks managed by the group.

The candidate will be responsible for initiating and preparing financial operations, including the necessary quality controls before launching the operations, for carrying out specific tasks in the areas of financial management, within the framework of various budgetary, financial activities, based on precise instructions, internal financial rules and using computing tools.

TASKS & RESPONSIBILITIES

- Preparing and tracking of payments with all relevant supporting documents
- Checking invoices, supporting documents and the correctness of the budget line
- examining procedures to be followed including public procurement
- organising the payment file, including VAT procedures
- responding to requests on financial activities and
- introducing the transaction in the local application (knowledge of 365 Business is an advantage)
- assisting in office management



February 2021

ABOUT US

The Left in the European Parliament brings together MEPs from a range of European left and progressive parties - ecological, socialist, feminist, communist and independent. Staff should be comfortable in this environment and both capable of, and fully at ease with, supporting our MEPs in their policy objectives.

The Left is an equal opportunities employer with a strong commitment to gender equality, diversity and inclusion. We encourage members of groups at risk of discrimination to apply for this post.

In particular, the Group insists on the fact that the post of accounts officer demands availability and flexibility, a methodological approach, discretion, confidentiality and a capacity for rapid adaptation to varying duties. Candidates must show initiative, both independently and while working in a team, and be able to adapt to a multicultural environment. Lastly, they must be ready to carry out professional training throughout their career.

GENERAL CONDITIONS FOR ADMISSION

The selection procedure is open to any candidate provided they:

- are a national of one of the Member States of the Communities,
- have fulfilled any obligations imposed on her/him/them by the laws concerning military service.

REQUIREMENTS

- Qualifications in accounting/bookkeeping or finances
- Preferably 2 years of relevant professional experience
- Enthusiasm for teamwork and positive collaboration with colleagues
- Discretion and confidentiality
- Ability to work under pressure
- Very good linguistic level in English or French and one or more of the following languages - French or English, German. Knowledge of other European languages will be taken into account
- Experience in a multicultural, multilingual working environment
- Knowledge of accounting software will be an advantage

PRACTICAL DETAILS

Position to be filled ideally in March/April 2021.

The initial contract will be for 2 years, renewable.

You will be based in Brussels.

The successful candidate will be recruited full-time as Contract agent in Function Group III, step depending on years of experience. Salary and allowances, under the EU institutions system, depend on experience, country of origin and family situation. We offer extensive and continuous training opportunities for development.

HOW TO APPLY

Send a motivation letter (maximum one A4 page) and your CV (preferably in Europass format) by **01 March 2021 17.00 CET** to the following email address: left.applications@europarl.europa.eu. CVs should clearly include exact start and end dates of any relevant work and educational experience (see the GUENGL CV at www.left.eu/vacancies look into General information for the level of detail preferred.)

Interviews will be scheduled in the course of March 2021.

Only applications meeting the above-mentioned criteria will be considered.

Only candidates selected for interviews will be notified.