

VACANCY NOTICE

Member States of EMBL (Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom) are advised that applications are being sought for the following position **in Heidelberg:**

**ACCOUNTS OFFICER**

Grade: 4, 5 or 6 depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: As soon as possible

Job Description: The duties of the Accounts Officer include:

- Responsibility for all areas of book-keeping for various Outstations of EMBL in other countries including the supervision of creditors, checking and processing payments and travel expenses
- Responsibility for various book-keeping functions for EMBL Heidelberg
- Acting as the main contact person for financial communications with various Outstations of the EMBL
- Carrying out monthly checks of the accounts and making preparatory end-of-year balances for the annual accounts.

Qualifications and Experience: The post holder should have knowledge of bookkeeping and should already have gained some hands-on professional experience. (S)he will be familiar with debtors, creditors, prepayments and accruals, cost centres and cash flow. The Accounts Officer should be used to working independently but will also enjoy being a member of a team and having contact with people. Fluency in English is required as well as French or German. Experience in working with an accounting package, preferably SAP is necessary. A good working knowledge of the usual office software packages is desirable.

Closing date: 6<sup>th</sup> May 2007

Contract : An initial contract of 3 years' duration will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of the review.

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

Please note that EMBL does not return CVs or attached documents to applicants.

To apply, please send a CV (including names and addresses of referees) and covering letter, by email, quoting ref. no. VN/07/033 in the subject line, to: [application@embl.de](mailto:application@embl.de)

General enquiries may be sent to [jobs@embl.de](mailto:jobs@embl.de) or to the following address:

**Personnel, EMBL, Postfach 10.2209, D-69012 Heidelberg, Germany - Fax: +49 6221 387555**