

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:

BUDGET OFFICER

Grade: 6 or 7 depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: As soon as possible, after the closing date

Job Description: The major proportion of the Account Officer's work will relate to the financial administration of grants, including the monitoring and controlling of expenditure against budget and preparation of Cost Statements. The successful candidate will co-operate with the Head of the Finance Section on the laboratory's budget. In addition, the post holder will be involved in the preparation for updating the budget and financial planning of the Laboratory as well as taking an active part in the development of the SAP-based financial and management accounting system.

Qualifications and Experience: The ideal applicant should have a sound knowledge of budgetary control, basic accounting concepts and financial reporting principles. Experience of the administration of academic research grants will be considered as an advantage. 2 to 5 years of professional experience in accounting/controlling, together with fluent English as well as good German and/or French skills are essential. A good working knowledge of the usual office software packages is necessary and knowledge of an accounting package, preferably SAP, is desirable. Professional experience in scientific institutions or international organizations is desirable, but not mandatory.

Closing date: 6th May 2007

Contract: An initial contract of 3 years will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of 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/07/034 in the subject line, to: application@embl.de

General enquiries may be sent to jobs@embl.de or to the following address:

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