

Job description

Deputy Director for Finance and Administration (m/f) of the European School, Luxembourg I

FUNCTIONS AND DUTIES

The **Deputy Director for Finance and Administration** is assisted by the administrative and accounting staff in the performance of his/her duties.

His/her main responsibilities consist of:

- organising of and giving direction to the administrative and technical departments (some 50 staff members),
- supporting the pedagogical managerial staff in all administrative questions,
- assisting the Authorising Officer of the School,
- establishing the salaries, allowances and benefits to which the seconded staff (some 170 staff members) are entitled,
- establishing the amount of school fees payable depending on the three categories available. Such fees are payable by around 450 pupils,
- coordinating:
 - the preparation of the draft budget,
 - the internal control and risk management,
 - the preparation of the contracts of employment,
 - the establishment of the salaries of the locally recruited teachers and of the administrative and ancillary staff (about 340 staff members),
 - the preparation of invitations to tender, award of contracts with suppliers,
 - the preparation of documents for the Administrative Board,
- participating in the meetings of the Administrative Board and the Budgetary Committee concerning the school's budget,
- maintaining contacts with the local public authorities (administration, police, etc.),
- close cooperating with APEEEL1 Services on a regular basis,
- ensuring the maintenance of the buildings, safety, security, health, hygiene and cleanliness of the site and coordinating the work of the Committee on Health and Safety. A higher grade technician, who is head of the technical department, as well as a Security Officer assist in the performance of these duties.

QUALIFICATIONS

- Bachelor (Bac +3) in Business Administration, Law, Economics or Finance.

EXPERIENCE

- Minimum five years' experience in minimum one of the following areas:
 - Finance/budgeting (essential),
 - Business Administration,
 - HR management,
- Experience in the field of law is an asset.
- Minimum three years' experience in managing a team.
- Work experience in an international environment is an asset.
- Work experience in public administration is an asset.

LANGUAGES

- Complete proficiency of French.
- Very good knowledge of English and German.
- Knowledge of Luxembourgish and any other EU language is an asset.

KNOWLEDGE

- High level of digital literacy (proficiency in Microsoft Office 365 tools, collaborative tools, financial and administrative management systems, data analysis and reporting tools, digital workflows and document-management solutions).
- Basic knowledge of the labour law of the hosting Member State.
- Basic knowledge of the Regulations for Seconded Staff Members, the Service Regulations for Locally Recruited Teachers and the Service Regulations for the Administrative and Ancillary Staff of the European Schools is an asset.
- Basic knowledge of the data protection regulations.
- Basic knowledge of the national safety and security rules.
- Basic knowledge of the accounting principles.

- Basic knowledge of the Financial Regulations of the European Schools is an asset.
- Basic knowledge of public procurement rules.
- The knowledge of SAP-Finance and the IPSAS accounting standards is an asset.
- Experience in the planning and construction of school buildings and their maintenance are an asset.

CONDITIONS OF SERVICE

The conditions of service are fixed by the Regulations for Members of the Seconded Staff of the European Schools, available at www.eursc.eu. The initial basic monthly salary depends on a length of service and would be from €6.437,64 to €7.749,79 (salary scale 3) rising in two-yearly steps to a maximum of €9.045,36. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded. The length of secondment to the school is limited to nine years, but might be prolonged under certain conditions for another three years. The post holder will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the “special levy” payable by EU officials.

A probationary period is fixed to one year.

The post is based in Luxembourg. Relocation expenses are payable.

APPLICATION PROCEDURE

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools. Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates.

FURTHER INFORMATION

Further information can be obtained from the Head of Unit “Human Resources” of the Secretary-General of the European Schools, Ms Carmen BERMUDEZ: OSG-HEAD-HUMAN-RESOURCES@eursc.eu, and the Director of the European School, Ms Ariane FARINELLE: LUX-DIRECTOR@eursc.eu.