



The ESRF is a multinational research institute, situated in Grenoble, France and financed by 19 countries - mostly European. It operates a powerful synchrotron X-ray source with some 30 beamlines (instruments) covering a wide range of scientific research in fields such as biology and medicine, chemistry, earth and environmental sciences, materials and surface science, and physics. The ESRF employs about 600 staff and is organized as a French *société civile*.

Within the Administration Division, the Finance Service is now seeking to recruit a:

Finance Assistant (m/f)

permanent position

THE FUNCTION

You will work in the Budget Unit, and you will be involved in budget management and forecasting. Your missions consist in:

- The execution of the annual budget, and more specifically:
 - the implementation of the annual budgets
 - the commitment of orders and contracts
 - the implementation of internal budget revisions
 - the analysis of budget programmes and related nature of expenditure
 - the monthly financial out-turns;
- The follow-up of project management;
- The optimisation of budget reporting via computing tools;
- Functional support for development of new tools;
- Monthly analysis of Personnel Costs.

You should be ready, when needed, to take up other tasks within the Finance Service.

QUALIFICATIONS AND EXPERIENCE

You should have a higher education (BA, Licence, HND, HNC, BTS, DUT, Bachelor, Meister, Vordiplom, Laurea Triennale, Diplomatura, or equivalent), or university education in Finance, complemented by a solid knowledge in administrative computing systems (experience in Oracle Applications - version 11i - would be an advantage). Good knowledge of Excel is essential. Some experience in a similar post is necessary. The post requires both rigour and initiative.

ADDITIONAL INFORMATION

The working language of the ESRF is English. For further information on employment terms and conditions, please refer to <http://www.esrf.fr/Jobs/Conditions>. The ESRF is an equal opportunity employer and encourages applications from disabled persons.

If you are interested in this position, please apply on-line at this address:
<http://www.esrf.fr/Jobs>.

Ref. 7541 - Deadline for returning application forms: 15 February 2012