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VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. Every year we host over 2000 visits by scientists, who come to carry out world-class research. Are you interested in taking up a new challenge in our international institute? We currently have a vacancy for a:

Junior Project Accountant

Duties:

You will join the ILL's Administration Division, where you will work under the responsibility of the Head of Finance and his deputy. Your duties will fall into three categories:

- 1) Junior Accountant duties:
 - Posting entries in the accounting system while verifying the supporting documents submitted:
 - Accounts payable cycle
 - Payroll accounts cycle
 - Cash flow cycle
 - Assisting with the preparation of the year-end financial statements.
 - Participating in the preparation of financial documents.
 - Liaising with the other accountants in the group.
 - Communicating with internal contacts (line manager, Pay Office, Purchasing Service, ILL staff) and external stakeholders (suppliers, customers, administrative bodies, etc.).
- 2) Specific support duties for Finance Service projects:
 - Providing support for the development of digital solutions: paperless processes, digitisation of information.
 - Participating in internal audits and the development of procedures.
 - Assisting with accounting and budgetary analysis.
 - Understanding and contributing to improvements to the information system.
- 3) Specific support duties for the Head of Finance:
 - Providing secretarial support on an occasional basis.
 - Assisting on an occasional basis with the processing of mail.

Qualifications and experience:

- QCF Level 4 qualification (AAT/NVQ or equivalent) in accounting or business.
- Some initial professional experience (internship or work-study experience accepted) in an accounting firm and/or in an SME.
- Proficiency in MS Office applications (Word, Excel, etc.); knowledge of the Qualiatic software would be an advantage.
- You possess a meticulous attention to detail and are able to work with integrity and discretion; you are flexible and able to adapt quickly.

Language skills:

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a sound knowledge of English and be willing to learn French (a language course will be paid for by the ILL). Knowledge of German would be an advantage.

Notes:

This post is a permanent position.

Post based in GRENoble, France, and subject to administrative screening.

How to apply:

Please submit your application on line, no later than **17.01.2021**, via our website: www.ill.eu/en/careers (vacancy reference: **20/68**).

We are committed to equal opportunity and diversity; we therefore encourage anyone with relevant qualifications to apply.