

www.ill.eu

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 accountant (m/f)

Duties:

As a member of the Accounts group of the ILL's Finance Service, your work will involve performing three different types of duties:

1. Junior accountant duties (teamed with 2 accountants already in post)

- Posting entries in the accounting system while verifying the supporting documents submitted:
 - Accounts payable cycle (in particular, disputes and contract-related invoices)
 - Fixed assets cycle (in particular, fixed assets under construction and rolling inventories)
 - Payroll accounts cycle (payroll, provisions, cross-charging)
 - Cash flow cycle (bankcard payments, advance payments).
- Assisting the Accounts group during closing periods
- Participating in the preparation of detailed balance sheet reports
- Liaising with the other accountants in the group
- Communicating with internal contacts (line manager, pay office, ILL staff) and external contacts (suppliers, customers, administrative bodies, etc.).

2. Specific support duties for Finance Service projects

- Contributing to improving the processes and procedures of the different accounting cycles
- Contributing to improving the monthly review of our annual accounts.

3. Treasurer support duties

- Assisting the ILL treasurer (preparation of payments)
- Providing support for the processing of expenses claims during busy periods.

Qualifications and experience:

- Level 4 qualification (AAT/NVQ or equivalent) in finance, accounting or business.
- Some initial experience of working in an accounting department is required.

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:

18-month fixed-term contract.

How to apply:

Please submit your application on line, no later than **13.10.2019**, via our website: www.ill.eu/fr/carrieres (vacancy reference: **19/41**).

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