

Fixed Asset Administrator

Location: ESTEC, Noordwijk, Netherlands

Deadline:

Reference: 65869

Contract duration: Permanent Contract

The Fixed Asset Administrator will be responsible for the key aspects of accounting and management for properties, equipment and intangible assets.

Responsibilities:

- Collect capital expenditure information, analyse nature and review supporting documentation to determine eligibility for capitalisation as construction and development assets;
- Monitor in close cooperation with the Directorates, the acquisition and disposal of equipment, software and licenses to comply with internal policies and procedures;
- Support the Directorates for performing the periodic physical inspection of fixed assets, reviewing the results, conducting necessary follow up and accounting adjustments;
- Based on the information provided by the Directorates, perform accounting for equipment disposals;
- Support impairment review and calculate necessary accounting adjustments for impairment losses or reversals;
- Reconcile property, equipment and intangible assets sub-ledgers to General Ledger;
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed;
- Maintain fixed assets master data in the corporate database;
- Review and update the detailed schedule of fixed assets and accumulated depreciation;
- Provide timely support to project teams on matters related to fixed assets acquisition, development and or management.

Profile:

- At least 4 years of relevant professional experience;
- A Master's degree in a relevant discipline such as Business Administration, Finance or Accountancy;
- Solid experience and excellent understanding of IFRS/IPSAS, in particular IPSAS 17 and IPSAS 31.
- Work experience in fixed assets management / accounting in a multinational company with long term development projects.



- Ability to interface with technical owners of fixed assets and willingness to understand their perspective.
- Strong communication skills, both written and verbal.
- Ability to work well within a team environment.
- Good working knowledge of SAP FI-AA and MS Excel
- Excellent knowledge of English, additional knowledge of another ESA member state language is desirable.

Contact:

Candidates must be eligible to work in the EU.

Please send us your CV (in English) as soon as possible, but before the **1st of August 2015** at **jobs@sapienzaconsulting.com**