

## JOB OFFER

ESSP, a private company with 7 major European Air Navigation Service Providers as shareholders, manages the operation and supports the adoption of the European Satellite Based Augmentation System to GPS: EGNOS.

**ESSP Corporate Video:** <https://www.youtube.com/watch?v=ojO8TAitQoc>

The adoption of this service is rapidly growing given it allows correcting the GPS signal and offers enhanced features with accurate positioning and integrity within safety-of-life services context such as public transportation.

**ESSP Website:** <https://www.essp-sas.eu/human-resources/careers/>

ESSP recruits an:

### Accounting Assistant - (F/M)

**In the context of her/his mission, the Accounting Assistant ensures the support of accounting and financial activities to allow the Team in place to work on the others activities development.**

**The Accounting Assistant is in charge of the following tasks:**

#### Accounting:

- Ensures the capture (manual or import) of accounting data. For the Spanish branch, ensures the capture of closing is included and documents the file.
- Autonomously takes charge, in accordance with the planning (with their supporting documents) of accounting revision operations.
- Ensures the capture of parameters into various management tools including ERP (Enterprise Resource Planning) SAGE X3 (creation of new third parties, new articles, etc.)
- Organizes the reporting of certain data (with their supporting documents) such as expense reports.
- Digitizes supporting documents and maintains the archiving system.
- Enter purchase requests and lead the purchasing cycle (orders, receipts, authorizations to pay)
- Participates in accounting closings and customers reporting;
- Develops Excel tools aiming at automating tasks with low added value.

Any other necessary actions for the proper functioning of the service.

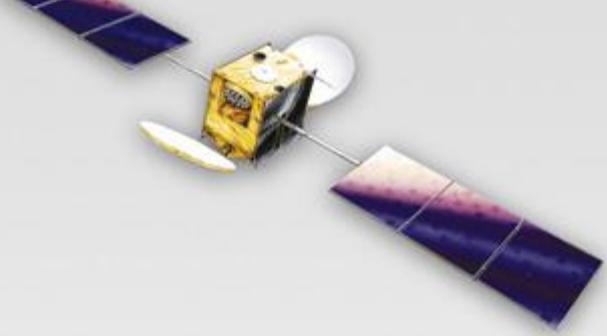
#### PROFILE

##### Generic Skills:

- Rigor and precision
- Reporting of progress and any necessary adjustments to the schedule
- High level of Spanish (B2 – C1)
- Good level of English (B2)

##### Specific Skills:

- High level of Excel 4/5 (Pivot Tables, Vlookup)



**Job Requirements:**

Travel less than 2 trips a year

Reduced working time (4 days a week) can be analysed or full time.

A Level +2 years in Accounting

> 3 years' experience in Accounting

Please send your application file only by e-mail to the following address: [recrut@essp-sas.eu](mailto:recrut@essp-sas.eu)

**Job Location:** Toulouse (France)

**Type of Contract:** Full time/Temporary contract (6 months)

**ESSP is committed to cultural diversity, gender equality and the employment of disabled workers.**