

## Training Opportunity for Swiss Trainees

Reference	Title	Duty Station
<b>CH-2019-HIF-FCB</b>	<b>Corporate Controlling</b>	<b>ESTEC</b>
<p><b><u>Overview of the unit's mission:</u></b></p> <p>The position is located in the Corporate Planning, Budget and Controlling Division which is responsible, among others, for coordinating the Agency's annual budget preparation and approval, for assessing and consolidating in-year and multi-year resource plans and related risks of ESA's programmes and activities, for following their evolution, and for proposing corrective measures as required.</p> <p>The Division manages the Agency's income, ensuring overall solvency. The Division plays a key role in the decision making process of the Agency as it makes analyses, elaborates scenarios and prepares options for decision by the ESA Executive Board. It interfaces with Member States for budgeting, financial reporting and income management purposes. It also leads corporate development and change projects in areas of its responsibility.</p>		
<p><b><u>Overview of the field of activity proposed:</u></b></p> <p>Under the guidance of a member of the team, the trainee will be involved in i) an end-to-end project related to the domains of the division and ii) involved in tasks performed by the team.</p> <p>The envisaged project for the trainee is twofold with some flexibility:</p> <ul style="list-style-type: none"> <li>- work on the Agency's income data for all Member States (e.g. assembling budget/subscription information), enabling in depth analysis particularly relevant in the context of decisions to be taken on new programmes;</li> <li>- communication activities (such as a guide to ESA's Finance and Controlling), allowing the trainee to get a solid understanding of financial management at ESA and responding both to internal and external needs.</li> </ul> <p>The assignment provides a unique opportunity for the trainee to acquire knowledge and experience of, and making an important contribution to, the development and delivery of Agency-level initiatives, and thus gaining insight into the related benefits, challenges and other perspectives that characterize efforts at this level. More specifically, the trainee will have the chance to discover ESA's funding sources and utilization of resources, how programmes are prepared and implemented from a controlling point of view.</p>		
<p><b><u>Required education:</u></b></p> <p>Applicants for this post should have a Master's degree or equivalent qualification in engineering, business administration or a related discipline. Good knowledge of Excel is considered an asset.</p>		