

Job Title: Audit Coordinator

Full/Part time

Job ID: 103653

Location: Luxembourg

The **European Investment Fund** is seeking to recruit for its **Finance Department – Audit & Coordination Unit**, at its headquarters in **Luxembourg**, an

Audit Coordinator Officer

Appointments will be made on the basis of a fixed term contract of 3 years.

This is a generic campaign in anticipation of future vacancies

Purpose:

The successful candidate will help to coordinate the audit activity within EIF and to work on specific internal controls projects.

Operating Network:

The Audit Coordination Officer will work in close cooperation with all divisions of EIF, under the supervision of the Head of Audit Coordination.

Responsibilities:

Audit & Evaluation

- Contribute to the smooth running of each audit assignment in terms of planning, timing and organization between the auditees and the auditors, i.e. ensuring key documents are provided;
- Assist in ensuring a coordinated approach for audit missions with Member States and European Commission on related activities;
- Proactively follow-up on all audit issues within the Fund. In particular, ensure that the various audit recommendations are being dealt with in a timely and efficient manner by the services involved;
- Ensure that the process for Audits is maintained accordingly to the procedure.

Audit Projects

- Participate in the establishment of special internal control reports and in the gathering of updates from the different departments;

- Ensure smooth running of each project (terms of planning, timing and organization);
- Facilitate auditors' access to information through meetings with the relevant departments and gathering of supporting documentation.

Qualifications:

- University degree preferably at a postgraduate level in Accounting/Finance/Economics. Professional qualification (e.g. CIA) would be considered as an advantage;
- At least 3 years' strong professional experience, acquired in external audit or internal control within a leading international audit firm or the banking/financial industry. Experience in internal audit is considered as a clear advantage;
- Proven experience of audit processes and standards;
- Good understanding of the financial market and operational risk aspects. Knowledge of Equity & Securitisation and/or structural funds (ERDF) would be an advantage;
- Good IT Skills;
- Fluent English, both written and spoken. Good command of French and/or other EU languages would be an advantage.

Competencies:

- Excellent communication skills, both written and verbal;
- Strong negotiation skills and ability to handle complex issues;
- Good organisation skills;
- Ability to analyse, summarise and present information;
- Flexibility to take on new tasks;
- Team player;
- Qualities of impartiality and perseverance are essential.

Deadline for applications: 29th November 2016

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

* Due to high volume of applications, only candidates selected for interviews will be contacted.