Florence, 23 March 2016

Job description and notice of vacant posts
(ref. IUE/via EPSO CAST/1/2016)
to be filled from EPSO CAST database pursuant to Art. 29 of the Staff Regulations and President's decision Nr. 54/2013 of 17 October 2013

POSITION TITLE	**Financial Officer**
GRADE	**FG III 08**
UNITS TO WHICH THE POSTS ARE ATTACHED	**Various administrative units**
TYPE OF CONTRACT	**CONTRACT AGENT** (Article 3a of the Conditions of Employment of Other Servants- CEOS)
PLACE OF EMPLOYMENT	**FLORENCE, ITALY**

The EUI is organising a selection procedure aimed at setting up a reserve list of maximum 10 candidates in order to fill future vacant posts of Financial Officer.

Duration of the contract: three years, renewable initially for a fixed period of up to three years. Any further renewal shall be for an indefinite period. In addition, a member of the contract staff may take part in internal competitions for temporary or permanent posts after three years of service.

1. PROFILE (JOB DESCRIPTION – RESPONSIBILITIES)

Nature of duties:

Under the supervision of permanent or temporary staff, the Financial Officer will be in charge of general administrative assistance, research/financial management, office management and other equivalent tasks. These tasks may include:

Financial support

- Registering and managing incoming invoices, reimbursement requests and cost claims in the EUI's financial system (SAP);
- Initiating financial transactions, including commitments, de-commitments, payments, recovery orders, guarantees and credit operations in the EUI financial system (SAP);
- Collecting, checking and processing all documentation required to support the commitment, de- commitment, payment requests, recovery orders and credit operations;
- Following-up the financial implementation of commitments, preparation of de-commitments, and ensuring timely closure of administrative commitments;
- Providing general administrative support, including document archiving, drafting and formatting of financial documents;
- Providing support with the preparation, planning, reporting, forecast and follow-up of the budget;
- Assisting in the development and implementation of financial procedures and the elaboration and update of document templates.

Calls for proposals/tenders support

- Collecting, verifying and processing all financial and legal documents required from beneficiaries;
- Analysing the financial viability of beneficiaries;
- Assisting in all financially linked tasks: budget adjustments, information on eligibility of costs, information about rules of a specific programme, etc;
- Preparing contracts/grant agreements/amendments using the appropriate IT tools;
- Following up the financial implementation of projects;
- Liaising with beneficiaries on all financial issues;
- Preparing payments and recovery orders in accordance with the contract and the regulations;
- Ensuring compliance with the EUI's Financial Regulations

Management of financial information

- Filing financial documents, correspondence and returned files and requests for clarification, according to filing rules;
- Opening/registering/filtering incoming mails related to financial issues and routing them to appropriate services;
- Overseeing original contracts and the corresponding database;
- Maintaining a master archive of signed contracts and advance payments at the level of the unit/service; ensuring proper use of IT reporting tools;
- Ensuring quality/coherence of financial and contractual data in/between different databases.

Support accounting management

- Executing accounting transactions and reconciling outstanding transactions;
- Managing and reconciling bank accounts;
- Reporting on budgetary and general accounts;
- Following up relevant accounting regulations/instructions;
- Analysing and following up the accounting quality;
- Participating in the creation and optimisation of relevant accounting tools;
- Contributing to the collection of necessary information for audit and control;
- Preparing cash- flows.

2. ELIGIBILITY CRITERIA

In order to be eligible, the candidates should have successfully passed CAST selections organised by the European Personnel Selection Office (EPSO) and be included in one of the appropriate EPSO CAST reserve lists (CA FG III) available for use by the European University Institute.

Pursuant to Article 7 of the Annex on the Transitional Provisions Applicable to the Staff Covered by the Conditions of Employment of Other Servants (CEOS), contract staff for auxiliary tasks engaged in the Institute as the situation stood on 31 December 2014 will exceptionally be allowed to participate in this competition even if not included in a relevant EPSO/cast database, on the condition that they have completed a period of service as contract agents (type 3b) for 12 months or longer by the deadline for submission of their expression of interest/application.

In addition, candidates must fulfil <u>all</u> the following general and specific conditions:

2.1 General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2.2 Specific conditions

2.2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.2.

2.2.2 Professional experience

On the closing date for applications, and in addition to the qualifications required above, candidates must have at least **2 years** of professional experience gained after obtaining the diploma required under 2.2.1.

2.2.3 Knowledge of Languages

- Main language: have a thorough knowledge of one official language of the European Union and
- Second language: a satisfactory knowledge of another official language of the European Union.

3. SELECTION CRITERIA

Essential:

- Work experience in financial field;
- Knowledge in the area of Finance, including accrual accounting software;
- Knowledge in the area of Calls for proposals/tenders;
- Knowledge in the area of Management of financial information;
- Knowledge in the area of Accounting management, including relevant software;
- Knowledge of SAP and/or other financial management tools;
- Good knowledge of English and of another official language of the European Union;

Desirable:

- Diploma in the area of financial management/ accounting;
- Understanding of the European Union institutions and knowledge of the European Union financial regulations and related implementing rules;
- Work experience in a university or research environment;
- Knowledge of additional languages of the European Union;
- Good working knowledge of office automation software.

4. CONDITIONS OF EMPLOYMENT

Type of contract:
The successful candidates will be appointed by the Appointing Authority as a contract agent at grade FGIII 08, pursuant to Title IV of the Conditions of Employment of Other Servants of the EUI, for an initial period of three years, with the possibility of renewal for a fixed period of up to three years. Any further renewal will be for an indefinite period. In addition, a member of the contract staff may take part in internal competitions for temporary or permanent posts after three years of service.

The successful candidates will be asked to serve a probationary period of nine months.

The place of employment is Florence, where the EUI is located.

Remuneration: The net monthly salary after taxes is approx. euro 2,220**.** In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the selected candidate is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses