

**VACANCY NOTICE AD/BFA/1/2019**  
**coupled with a notice for an**  
**OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**  
**aimed at setting up a reserve list in order to fill future vacant posts within the**  
**European University Institute**

<b>Position title:</b>	<b>Financial / Accounting Officer</b>
<b>Unit:</b>	<b>Budget and Financial Affairs Service</b>
<b>Type of contract:</b>	<b>Contract agent, type 3a</b> pursuant to Article 3a of the Conditions of Employment of Other Servants
<b>Grade:</b>	<b>FG III, Grade 08</b>
<b>Place of employment:</b>	<b>Florence, Italy</b>
<b>Duration of contract:</b>	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.
<b>Closing date for applications:</b>	<b>3 November 2019 at 24:00 Central European Time</b>

## 1. THE ORGANISATION

The [European University Institute \(EUI\)](#) is an academic institution set up in 1972 by the then Member States of the European Union, providing doctoral training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. In addition to the departments, the Institute includes the Robert Schuman Centre for Advanced Studies (RSCAS), which focuses on interdisciplinary, comparative and policy research, the Max Weber Programme for Post-doctoral Studies which prepares fellows for a career in academia, and the School of Transnational Governance, which sets out to study, debate and teach matters pertaining to governance beyond the State.. The Institute also hosts the Historical Archives of the European Union. The EUI is not an EU Institution or body, but an inter-governmental organization, funded directly by the signatory states, partly by the European Commission and to some extent through external funding. The EUI provides a multinational work environment in an intellectually stimulating atmosphere.

The main mission of the **Budget and Financial Affairs Service (BFA)** is to assist the President and Secretary General in the EUI Financial Management, actively supporting the academic units in achieving its institutional goals in terms of teaching and research as provided for in the Convention setting up the Institute. More specifically, the Budget and Financial Affairs Service is in charge of executing the full budgetary cycle from the preparation of the annual draft budget, to its implementation (payments, collection of revenue, preparation/presentation of the accounts, etc.) to the discharge of the President. It promotes sound financial management and practices through general and specific actions of simplification and accountability to comply with the budgetary regulatory framework, in particular the Financial Regulations adopted by the High Council.

## 2. DESCRIPTION OF RESPONSIBILITIES

Under the supervision of permanent or temporary staff, the Financial/Accounting Officer will be in charge of specific research administration/financial management and other equivalent technical/executive tasks. These tasks may include:

### **Finance and procurement responsibility**

- Responsible for the initiation of financial operations: managing incoming invoices, reimbursement requests and cost claims in the EUI's financial system (SAP);
- Collecting, checking and processing all documentation required to support the commitment, de-commitment, payment requests, recovery orders and credit operations;
- Initiating, verifying and following up on financial transactions, including commitments, de-commitments, payments, recovery orders, guarantees and credit operations in SAP;
- Providing general administrative support, including document archiving, drafting and formatting of financial documents.

#### *Specific tasks of the Accounting Officer:*

- Ensuring the operations required for the proper implementation of payments; collection of revenue and recovery of amounts established as being receivable;
- Executing and documenting accounting operations;
- Analysing and reconciling accounting balances and proposing solutions.

### **Level of Expertise**

- Acting as a subject matter specialist: providing advice to academic and administrative staff on the EUI financial rules/regulations/framework, including on the financial management of externally-funded research projects.

### **Representation/ Communication:**

- Representing the service inside and outside the EUI;
- Liaising with external and internal stakeholders regarding financial issues; advising on financial matters during negotiations with external stakeholders.

### **Policy/ Strategy Making**

- Supporting policy and strategy making by providing financial information by extracting (mainly from SAP), processing and analysing data and preparing reports.

#### *Specific task of the Accounting Officer:*

- Providing support for the preparation and presentation of annual accounts.

### **Level of autonomy and accountability**

- Accounts for her/his own work, reporting to the team leader. High level of autonomy.

### **Budget Management**

- Assisting in the preparation, planning, reporting, forecast and follow-up of the budget;
- Verifying budget estimates;
- Monitoring budget of services/ academic units.

### **Role in administrative processes**

- Assisting in the development and implementation of financial procedures and/or the elaboration and update of templates.

### 3. ELIGIBILITY CRITERIA

On the closing date for online applications, candidates must fulfil all the following general and specific conditions:

#### 3.1 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.

#### 3.2 Specific conditions

##### 3.2.1 Education (Qualifications) and professional experience<sup>1</sup>

To be considered eligible candidates must have:

- 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, followed by at least three years of professional experience relevant to the nature of the duties. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience below, AND
- By the deadline for applications, and in addition to the qualifications required above, **at least three years of relevant professional experience** gained after obtaining the diploma.

**OR**

- A level of education which corresponds to completed university studies of at least three years attested by a diploma in the following fields: Budget and/or Accounting, Finance management, Business administration; AND
- By the deadline for applications, and in addition to the qualifications required above, **at least 18 months of relevant professional experience** gained after obtaining the diploma.

##### 3.2.2 Knowledge of Languages<sup>2</sup>

- 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 to the extent necessary for the performance of the duties.

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<sup>1</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

<sup>2</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## 4. SELECTION CRITERIA

### Essential:

- Diploma in Budget/Accounting, Finance management or Business administration;
- Financial management, budget management or accrual accounting professional experience and related skills;
- Knowledge of SAP and/or other financial management tools;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### Advantageous:

- Professional experience in the field of EU finances (grants, procurement, contract management and accounting) and/or knowledge of the European Union financial regulations and related implementing rules;
- Work experience in an international environment.

General competencies assessed during the selection procedure (interview):

- Ability to maintain standards of accuracy under pressure of tight deadlines;
- Strong teamwork skills;
- Problem-solving attitude.

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the BFA/1/2019 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 03/11/2019 at 24.00.**

Only complete applications submitted online will be accepted and considered. Applications received by e-mail, fax or post will not be considered. In order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

The Selection Board will screen the documents of applicants with reference to the above-mentioned eligibility criteria as well as to the essential and advantageous selection criteria and will on the basis of these findings establish a shortlist.

Only shortlisted candidates will be invited for the interview and tests.

Candidates will be disqualified if they:

- do not complete the registration by the deadline;
- do not send a complete application;
- do not meet all the eligibility criteria on the closing date for online applications;
- do not provide all the required supporting documents at any stage of the procedure where these are requested.

**If at any stage of the procedure, it is found that any of the information given in the application is false or not evidenced by the appropriate supporting documents, the candidate will be disqualified from the competition.**

Contact: [applyjob@eui.eu](mailto:applyjob@eui.eu)

Candidates who are not shortlisted will be duly notified by the Human Resources Service, once the decision on the appointed candidate has been taken by the Appointing Authority.

## 6. SELECTION PROCESS

The Selection Board will assess and score each eligible application according to the essential and desirable selection criteria laid down in this vacancy notice. It is envisaged that the 10 highest-scoring candidates will be invited for an interview and tests. All candidates having a score equal to the 10<sup>th</sup> highest scoring candidate will be included in the shortlist.

### 6.1 Assessment method

Shortlisted candidates will be subject to

- an interview assessing the candidate's skills and knowledge relevant to the post;
- other assessments;
- an English language test.

Further information about the testing process will be provided in the invitation letter.

### 6.2 Interview

The interview will be conducted mainly in English (knowledge of other EU languages may also be tested). Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

#### Assessment on the basis of qualifications and marking of tests:

- Marking: 0 to 20 for the assessment on the basis of qualifications;
- Marking: 0 to 20 for the assessments/tests;
- Marking: 0 to 10 for the language test;
- Marking: 0 to 50 for the interview by the Selection Board.

### 6.3 Reserve list

This competition is primarily aimed at setting up a priority list in order to fill the specific position advertised. However, this list may also be used as a reserve list to fill *similar* vacant future positions in other units of the European University Institute.

The names of the candidates included in the reserve list will be published on the EUI Web site:

<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

A successful candidate may explicitly request that his/her name not be published. Any such request must reach the EUI before the candidate is notified of the outcome of his/her application, and in any case no later than seven calendar days after the date of the tests and interview.

Candidates on the reserve list are not guaranteed recruitment.

The validity of the reserve list is twelve months from the date of publication on the EUI website. The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any such extension by publishing it on the website.

**Candidates are reminded that the work of the Selection Board is confidential. It is thus forbidden to make any contact with the members of the Board, either directly or indirectly, at any stage of the selection procedure. Any infringement of this rule will lead to disqualification from the selection procedure.**

**Candidates should not encourage third parties either to contact the Selection Board on their behalf. Any infringement of this rule may lead to disqualification of the candidate.**

## 7. CONDITIONS OF EMPLOYMENT

### **Type of contract:**

Candidates on the reserve list may be offered a contract as contract agent of type 3a at grade FG III 08, pursuant to Title IV of the Conditions of Employment of Other Servants, for an initial period of three years, with the possibility of renewal for a fixed period of up to three years. Any further renewal shall be for an indefinite period.

The successful candidate 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 2,301. 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.

*Further information about remuneration and benefits can be found in Annex I.*

## 8. EQUAL OPPORTUNITIES

The European University Institute is an equal opportunity employer in accordance with Article 1d of its Staff Regulations. It accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## 9. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)). This applies in particular to the confidentiality and security of such data.

## 10. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that his/her interests have been prejudiced by a particular decision, he/she can take the following action:

- **Request for review**

In assessing candidates' merits, the selection board observes the principle of equal treatment as well as the provisions governing the Competition procedure and the Board's proceedings.

If a candidate nevertheless believes that one of these principles has not been applied in his/her case, he/she has the right, within **ten calendar days** from when the e-mail informing him/her of the decision is sent, to send a letter by e-mail stating his/her case to the e-mail address: [applyjob@eui.eu](mailto:applyjob@eui.eu).

- **Appeal procedures**

If, at any stage of the competition, the candidate considers that the Human Resources Service or the Selection Board have acted unfairly or have failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that his or her interests have been prejudiced as a result, the candidate can take the following actions:

1. Submit a **formal complaint** to the Principal under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff
2. Submit a **judicial appeal** before the Organ of First Instance

Please note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the competition's selection board is responsible and shall only be admissible before the Organ of First Instance if an administrative complaint has previously been lodged under article 1, paragraph 2 of the EUI Staff Regulations.

More information on the complaint procedure and on further means of appeal under the EUI's judicial review framework available at:

<https://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/Complaints-and-appeals>

## Annex I

### **Remuneration and benefits**

The following table provides examples of monthly salaries taking into account some possible scenarios:

<b>Type of contract</b>	<b>Contract agent (type 3a) – FG III, grade 8</b>
Basic salary (net)	Euro 2,301 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 2,819 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,377 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

#### **Summary of Conditions of Employment and Benefits**

- Annual leave entitlement of 2 days per calendar month plus additional days for distance from place of origin and an average of 17 days of EUI holidays per year;
- Flexible working hours;
- Training and development programme;
- EUI Pension Scheme ;
- EU Joint Sickness Insurance Scheme for staff member and dependent family;
- Accident and occupational disease insurance coverage;
- Expatriation or foreign residence allowance of 16% or 4%, depending on circumstances;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance (for children aged less than 6);
- School allowance (for children up to the age of 26 in educational or vocational training);
- Installation allowance and reimbursement of removal costs, if applicable;
- Other benefits.