

## VACANCY NOTICE V/ AD/ACC/1/2021

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

### **ADMINISTRATOR in the Accounting Service (Temporary Agent, type 2a, AD 5<sup>1</sup>)**

#### Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



#### Our Service



The **Accounting Service** keeps and presents the EUI's annual accounts in accordance with the applicable accounting and financial reporting framework, and ensures the treasury management through the proper implementation of payments and revenue.

Along with these main activities, the Accounting Service is responsible for supporting the management of the Pension Reserve Fund as well as ensuring the design and implementation of operational and control procedures for the production of accurate, timely and comparable information to support decision-making processes.

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<sup>1</sup> cf. Annex II

## Your Key Responsibilities

The EUI is looking for an experienced professional to assist the Chief Accounting Officer in the definition of the strategic direction in the area of accounting and financial reporting throughout the organization, with a view to ensuring timely, comprehensive and accurate financial information for the decision-making process and accountability.

This is a new position in the Accounting Service, reflecting the growing scope of the Service, and it will present you with a unique opportunity to define the role and grow within and alongside the Service.

### ***Policy/ Strategy Making***

- Contributing to the overall strategy of the Accounting Service by providing insight into and staying abreast with global developments and trends;
- Providing expert advice to the Chief Accounting Officer;
- Assisting in the setting-up of clear objectives for the Accounting Service, especially regarding action plans, activity reports and risk management;
- Promoting a results-oriented culture including the establishment of systems to measure results against objectives.

### ***Level of Expertise***

- Acting as subject matter expert in the area of accounting, financial reporting and internal control frameworks;
- Demonstrating in-depth knowledge of the area of management reporting tools and risk management frameworks.

### ***Managing people/Role in HR processes***

- Being responsible for day-to-day operational team management, monitoring, coordinating activities, organizing information sessions and inspiring the team to perform at its best;
- Empowering team members with skills to improve their confidence by giving relevant feedback and improving technical and communication skills through training on the job or by providing formal training sessions;
- Producing comprehensive working plans related to the accounting activities.



### ***Representation/communication***

- Representing the EUI externally; participating in the Boards of the SAP-Finance Partnership Agreement (SOS II) on behalf of the Chief Accounting Officer;
- Projecting confidence with highly knowledgeable audiences and by presenting arguments, information and ideas in an engaging and understandable way.

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

- High level of autonomy, reporting to the Chief Accounting Officer and performing the delegated tasks and duties autonomously and in conformity with the EUI's Financial Rules.

### ***Finance and procurement***

- Preparing tender documents and participating in selection and bid opening committees;
- Following legal developments and acting immediately to ensure that the EUI complies with changes in financial and procurement frameworks, including contract monitoring;
- Being co-responsible for the preparation of guidelines and procedures, such as the year-end closure;
- Monitoring the execution of the operational and control guidelines to ensure compliance with the Financial Rules, other legal provisions and recognized best practices for accounting.

### ***Budget management***

- Validating accounting systems and, where appropriate, validating systems laid down by the authorizing officers;
- Ensuring the proper implementation of payments, collection of revenue and recovery of amounts;
- Managing cash and cash equivalents and establishing the control procedures necessary to guarantee their safekeeping.

### ***Role in administrative processes***

- Supporting the Supervisory Board of the Pension Reserve Fund in its mandate;
- Acting as delegated Data Controller and contributing to the compliance with the Data Protection Policy.

## **Your Key Competencies**

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the Service and the role include the following:

- Team Management
- Strategic thinking
- Problem solving and analytical thinking

## What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills trainings;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



## How To Apply

Applications must be submitted electronically using the V/AD/ACC/1/2021 online [application form](#) available at

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

**CLOSING DATE FOR APPLICATIONS: Tuesday 11<sup>th</sup> May 2021 at 24:00 CEST**

**Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.**

## **ELIGIBILITY CRITERIA**

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

### **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. Specific conditions**

#### **2.1 Education (Qualifications)**

A level of education, which corresponds to completed university studies of at least three years attested by a diploma.

#### **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.

## **SELECTION CRITERIA**

### ***Essential***

- University degree in a field relevant to this post (e.g. accounting, finance, audit, business administration);
- At least five years of professional experience in budgetary accounting and accrual accounting, including responsibilities in the area of planning (Action plan), reporting (Activity report) and risk management assessment;
- At least two years of experience in team management;
- Knowledge of International Public Sector Accounting Standards (IPSAS) or other reporting financial frameworks;
- Strong IT skills, including in-depth knowledge of the SAP accounting system and Microsoft Office;
- Excellent communication and presentation skills, both oral and written, in English (CEFR level: C1 or above).

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

### ***Advantageous***

- Experience/ability to work as part of a multinational and multidisciplinary team in an international environment;
- Knowledge of the General Data Protection Regulation (GDPR);
- Knowledge of the EU procurement framework.