

CALL FOR APPLICATIONS

Accounting Officer (AD8) EIT (Budapest)

Ref.: EIT/TA/2009/07

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Agents (5 years renewable contract) for the position of Accounting Officer, reporting to the Head of Unit in charge of Finance and Budget. The place of employment will be Budapest, where the EIT seat is located.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

The job

1 Profile

The Accounting Officer will define and manage accounting processes within the EIT in compliance with applicable rules and procedures.

1.1 Tasks

The Accounting Officer will support the work of the EIT by performing the following tasks:

Account management and supervision as regard the operating budget of the EIT

- Manage account structures for budgetary execution.
- Ensure the execution of accounting transactions and the reconciliation of outstanding transactions.
- Supervise execution of payments through bank transfers.
- Supervise the management of the bank accounts and ensure reconciling of bank accounts.
- Manage different accounting environments (anticipated, normal, twelfths) and their transition.
- Maintain contacts with key persons in the concerned areas (Authorising Officers, central financial services of the Commission).
- Participate in year change activities (carry forward of outstanding documents, carry over of residual appropriations).

Budget reporting

- Follow-up of the use of appropriations with the aid of various indicators and analysis ; general reporting in particular in relation with the preparation of revenue and expenditure account and annual balance sheet.
- Supervise the management of the bank accounts and ensure reconciling of bank accounts.
- Manage different accounting environments (anticipated, normal, twelfths) and their transition.
- Maintain contacts with key persons in the concerned areas (Authorising Officers, central financial services of the Commission).
- Participate in year change activities (carry forward of outstanding documents, carry over of residual appropriations).

Accounting development

- Follow up relevant accounting regulations and instructions and their changes.
- Create and optimise relevant accounting tools, including functional specifications and running of user tests.

Planning and programming management in the EIT

- Contribute to the management of the strategic planning and programming activities.
- Contribute to the definition of the "annual management plan" of the EIT, including all units' management plans and monitor their implementation.

Ensure the supervision of the programming function

- Programming and implementation of financial activities according to the budgetary and financial rules in force.
- Supervise / co-ordinate / control budget execution for the operating budget.
- Monitor the execution and analyse financial data relating the execution of programmes, actions and funds.

Set up and follow-up of system of sub delegation

- Define the rules concerning sub delegation and deputising to be used in the context of appropriation management.
- Define and carry-out controls related to the correct application of those rules.

Presentation of the accounts and budgetary and financial reporting

- Drawing up of the financial statements.
- Participation in the establishment of the AAR.
- Periodical reporting work on the operating budget of the EIT.

Financial procedures

- Participate to the elaboration and the updating of the manual of financial procedures and model documents, including checklists, covering all of the essential financial activities of the EIT.
- Ensure that those EIT staff who need to use the financial procedures are aware of them, understand them and apply them correctly.

Inter-institutional budgetary procedures

- Provide technical assistance, follow-up for the budgetary procedure and for the contacts with the Council, the Parliament and the Court of Auditors.
- Prepare specific materials for reporting (parliamentary questions, specific report or quest etc...)
- Take part in the contacts with the Council, the Parliament and the Court of Auditors

Qualifications and experience required

2 Eligibility criteria

2.1 General conditions

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State¹;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties.

2.2 Education

- Candidates are required to have a level of education which corresponds to completed university studies of at least four years attested by a diploma, or;
- a level of education which corresponds to completed university studies of a least three years attested by a diploma together with an additional year of relevant professional experience.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 9 years² (at least 10 years in the case of completed university studies of less than 4 years), including professional experience directly relevant to the tasks of at least 5 years.

2.3.1 Languages skills

As the predominant working language of the EIT is English, candidates must therefore have a very good command of oral and written English

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1,
- Specialist knowledge in field concerned
- Excellent organizational, administrative and problem-solving skills

Advantageous:

- Experience of working in a multicultural environment, preferably with a multidisciplinary approach

¹ Iceland, Norway, Switzerland, and Liechtenstein.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken in to 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 Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

- Ability to work well under pressure and to respond quickly to new demands
- Knowledge of the European Union, its institutions and its policies;

The Selection process

4 How to apply

Please consult the Guide for Applicants on the [EIT](#) website. It contains detailed instructions to help you submit your application correctly.

Only applications online through the EU CV Online system³ will be accepted.

To apply, you must register in the EU CV Online system via the link provided in the EIT website, and follow the instructions there concerning the various stages of the procedure. Applications should be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will not be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 17 July 2009 at midday (Brussels time)

5 Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Sections 2 and 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Invitation to interview

Upon completion of the profiles' evaluation, the most suitable candidates for the post will be invited to an interview which will be held in Brussels.

³ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

Details of the time, date and address of the interview will be communicated to candidates in due time.

Candidates invited to an interview will be requested to submit, on the day of the first interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 The interview

An interview with the selection committee will enable it to carry out an assessment of the candidate according to the selection criteria described in Section 3.

The Interview will be conducted mainly in English. The candidate's knowledge of an official language other than English may be assessed.

5.5 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.6 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Director of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until end of 2010, with a possible extension.

Inclusion on a reserve list does not imply any entitlement to employment in the EIT.

5.7 Information

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the Guide for applicants on the EIT website. If you do not find the answer there, you may send an e-mail to EIT-JOB-VACANCIES@ec.europa.eu, clearly mentioning your registration number and the nature of your request.

Other important information

6 General information

6.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest, after a possible initial period in Brussels.

The contract may be renewed for a further period of up to 5 years.

6.5 Remuneration

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or step 2 of the AD8 grade, according to the length of their professional experience. The basic monthly salaries for grade AD8 Officers, as at 1 January 2009, are:

- Step 1: €6.069,10
- Step 2: €6.324,13

6.6 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have a problem with the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&language=EN