



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

VACANCY NOTICE INTER-AGENCY MOBILITY

Unit R2 – DEPUTY ACCOUNTING OFFICER

Temporary Agents 2(f) –AD5-AD7

Ref.: EACEA/2024/02/INTER-TA/ Deputy Accounting Officer

European Education and Culture Executive Agency (EACEA)

The European Education and Culture Executive Agency (EACEA) is a multi-programme Executive Agency based in Brussels.

In cooperation with six Directorates-General of the European Commission, EACEA is privileged to manage the implementation of four of the European Union's flagship funding programmes: Erasmus+, Creative Europe, the Citizens, Equality, Rights and Values programme and the European Solidarity Corps.

Since 2006, EACEA has been a catalyst for projects in education, training, youth, sport, media, culture, solidarity, citizenship and values. On behalf of the European Commission, EACEA works to foster innovation in these areas, always in a spirit of cross-border cooperation and mutual respect. As a modern, professional organisation EACEA strives to operate in a spirit of fairness and transparency, to uphold standards of equal access and treatment, and to support the projects that show Europe at its best.

Working at EACEA means taking a role at the heart of European project management. With over 500 staff and over 26 EU nationalities, EACEA is a dynamic, open and international workplace, bestplaced to serve the citizens of Europe and empower the citizens of tomorrow. Strong values are at the heart of ONE EACEA: commitment, integrity, objectivity, respect for others, and transparency. For further information about the Agency, please see the EACEA website: <http://eacea.ec.europa.eu>.

The objective of this selection procedure is to fill the vacant post of Deputy Accounting Officer.

Description of the job

The accountant team applies the EU accounting policies, establishes the accounting procedures, keeps the Agency's accounts and manages the agency's treasury needs. The team

prepares EACEA's annual accounts and is the contact person of the European Court of Auditors for the audit of the annual accounts. The Team liaises with the colleagues from the financial operation unit who holds the function of accounting correspondent.

The Accountant reports directly to the Director and it is attached to unit R2 "Budget and Control" for coordination and administrative purposes.

Job description

Assist the Accounting Officer of an Executive Agency in its tasks including the preparation of the corresponding reports and deputise for the Accounting Officer when required.

Functions and duties

ACCOUNTING

- Assist the Accounting Officer in managing general ledger and budgetary accounts.
- Assist in drawing up the Agency's financial statements and accounts.
- Follow up and clearing of balance sheet accounts and asset management.
- Ensure the execution of accounting transactions and the reconciliation of outstanding transactions in the absence of the Accounting Officer.
- In collaboration with the Accounting Officer, contribute to the treasury management, implement payments through bank transfers and ensure reconciliation.
- Revision of the Authorising Officer's year-end activities (carry forward of outstanding transactions, carry over of residual appropriations).
- Contribute to the mid-term closing of the Accounts.
- Assist the Accounting Officer during the annual audit of the European Court of Auditors and the discharge procedure.
- Deputise for the Accounting Officer when required.

BUDGET and FINANCE

- Staying tuned with any update of the relevant accounting regulations, instructions and implement eventual updates and novelties.
- Assist in creating and optimising relevant accounting tools, including functional specifications, and running of user tests (mainly related to SUMMA).
- Participate in the elaboration and the updating of the manual of accounting procedures and resulting methodologies.
- Inscribe in SAP the outcome of the budgetary Environments and linked decisions.
- Act as knowledge hub and support Agency staff using the financial procedures in correct application, common understanding and awareness.

COMMUNICATION

- Maintain contacts with key stakeholders in the concerned areas (eg Authorising Officers, central financial services of the Commission, Executive Agency's counterparts, etc.).
- Raise awareness with internal stakeholders on the tasks and duties related to accounting, the output and related reporting.
- Act as a knowledge hub and support for EACEA colleagues across the board on topics related to accounting, the rules applicable and key stakeholders (eg ECA, Inter

- Agency network of Accountants).
- Contribute and maintain the dedicated accounting section on the intranet updated.

Qualifications and Experience Required

A. Eligibility criteria

Candidates will be considered eligible for this inter-agency selection of temporary agent 2(f) in the function group of Administrator on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To be a temporary agent 2(f) of the Conditions of Employment of Other Servants of the EU (CEOS) who, on the closing date for applications and on the day of filling the vacant post, is employed within his/her current agency in a grade and function group corresponding to the published function group and grade (AD5-AD7).
2. To possess the minimum qualifications required by Article 5(3) of the Staff Regulations, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS,
3. To be in compliance with the conditions referred to in Article 12(2) of the CEOS:
 - he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen;
 - he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
 - he/she produces the appropriate character references as to his/her suitability for the performance of the duties;
 - he/she is physically fit to perform his/her duties;
 - he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

In addition, members of temporary agent 2(f) should, as general rule:

4. a) have at least 2 years' service within his/her current agency before moving.
b) successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

B. Specific conditions

All eligible candidates will be assessed along the following evaluation specific conditions:

Qualifications and experience

Essential

- At least 3 years of relevant professional experience (e.g. accountant or profiles related to the post).

- Excellent knowledge of the EU Financial Regulation.
- Excellent written and spoken English (at least C1).

Advantageous

- Excellent knowledge of the EU accounting rules.
- In possession of a professional qualification (ACCA/CIMA) and / or Post-graduate qualification on the domain of accountancy
- Good knowledge (acquired by experience and/or training) of accounting standards, such as International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS)
- Proficiency in software applications related to finance and accounts such as ABAC, SAP and Business Objects.
- Practical experience of financial audit methodology and audit techniques.
- Good written and spoken French (at least B2).

Behavioural

- High motivation, dynamic personality, strong aptitude for teamwork and capacity to work autonomously.
- High degree of organisational skills, accuracy, and ability to analyse, compile and summarise complex financial information.
- Effective communication and good inter-personal skills and ability to communicate a complex financial information to a non-expert audience.
- Ability to deliver quality output managing the portfolio of duties within tight deadlines.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 8) for an interview.

Application procedure

Candidates are kindly invited to apply in English to facilitate the selection process.

Candidates must submit the following documents:

- up- to-date detailed curriculum vitae, **Europass CV** format¹ or equivalent.
- **a letter of motivation**, including their views on the proposed position (2 pages maximum).

NB: Non-compliance with this requirement will lead to disqualification.

To facilitate the work of the selection board, the use of the Europass CV is highly recommended.

¹ EU CV format available on: <http://europa.eu/europass>

Applications must only be sent by e-mail to the functional mailbox: EACEA-HR-SELECTION@ec.europa.eu

Closing date: Applications must be sent at the latest by 15/03/2024 at 12:00 (midday), CET (please check the time zones).

Applicants are strongly advised not to wait until the last minute to submit their application since heavy internet traffic or other dysfunction could lead to difficulties in submission. The Agency shall not be held responsible for said difficulties and it will disregard applications submitted after the deadline or which are not complete.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to candidates. 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.

Selection Board

A Selection Board, responsible for assessing the applications, interviewing and drawing up the list of retained candidates, will be appointed by the Director and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

The interview with the Selection Board will be held in English and to a small extent in French.

At the interview, candidates will be required to demonstrate their ability to perform the tasks listed in the description of the job, excellent coordination skills, very good oral communication skills and ability to deliver results.

The interview will be marked out of 100 (pass mark: 70).

Please note that having successfully passed the interview does not guarantee to receive an offer of employment.

Appointment and conditions of employment

EACEA and the selected temporary agent 2(f) conclude an employment contract ensuring continuation of the person's employment and career in the category of temporary staff 2(f). That contract signed with EACEA is to be concluded without interruption of the contract

concluded with the agency of origin ('the preceding contract') and fulfils the following requirements, in particular:

- the same grade and the same seniority in the grade as the preceding contract;
- the same step and the same seniority in the step as the preceding contract.²

Please note that temporary agents shall be required to demonstrate before their first reclassification the ability to work in a third official language of the EU.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of 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.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent either by email or in Ares.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address EACEA-HR-SELECTION@ec.europa.eu

• Request of review

A candidate who feels that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 10 working days of the date on the email/note notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Selection Board at the following address: EACEA-HR-SELECTION@ec.europa.eu.

The Selection Board will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

• Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR)

Candidates may submit a complaint on the basis of Article 90(2) of the SR, which is to be sent to the attention of the Director of EACEA, by e-mail to EACEA-HR-SELECTION@ec.europa.eu.

² EACEA Decision of the Steering Committee laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS – Ref Ares (2015)1412826 of 31/03/2015.

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

• **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court (<https://curia.europa.eu>).

• **Complaint to the European Ombudsman**

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman. Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman (<https://www.ombudsman.europa.eu/en/home>).

Data protection

The Agency will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data³, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. The Privacy Statement can be found on the Agency's website including details on the right of access and rectification of personal data.

³ OJ L 295 of 21.11.2018, p. 39.