

## EUROPEAN RAILWAY AGENCY

### VACANCY NOTICE FOR 1 POST OF ACCOUNTING ASSISTANT

#### GRADE AST3 – REF. ERA/AST/2010/002

Applications are invited for **1 post of Accounting Assistant** to be employed by the European Railway Agency established by Regulation (EC) N° 881/2004 of the European Parliament and of the Council of 29 April 2004 (OJ L 164, 30.04.2004) modified by Regulation (EC) N°1335/2008 of the European Parliament and of the Council of 16 December 2008 (OJ L 354, 31.12.2008). The Agency is located in Valenciennes/Lille, France.

The Agency has been established to provide the Member States and the European Commission with technical assistance in the fields of railway safety and interoperability.

As part of its common transport policy, the European Union has adopted legislation to pave the way for gradual establishment of an integrated European railway area, both legally and technically. This involves the development and implementation of technical measures for safety and a common approach to issues concerning railway safety.

Further details of the Agency's activities may be found at:

<http://www.era.europa.eu>.

#### **Job description**

The jobholder will work in the Finance and Procurement Sector of the Administration Unit, under the direct supervision of the Agency's Accountant and reporting to the Head of Finance and Procurement Sector. He/she will also work in close collaboration with the financial actors inside the Agency. He/she will contribute, by executing the tasks entrusted to him/her, to the establishment of a set of reliable, complete and accurate annual accounts. Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

The position will entail the following tasks:

- To do the critical analysis and quality control of accounting data
- To assist in the preparation of the accounts and bookkeeping
- To update accounting procedures as and where necessary
- To act as a back-up for the Accounting Officer
- To provide assistance to internal users on accounting-related questions
- To ensure the follow-up of the suspense accounts
- To prepare the transmission of payments
- To validate payments and to ensure bank reconciliation
- To file documents and mail, sort post, register incoming/outgoing mail
- To file and record all financial documentation
- To file and check financial identification forms and legal entities
- To provide documents for the fiscal authorities (VAT)

## Qualifications and experience required

### A. Eligibility criteria

- Successfully completed an advanced level of secondary education
- A level of post-secondary education attested by an accounting diploma/business degree and, following the diploma, at least 3 years of relevant professional experience in a similar position

#### OR

A level of secondary education attested by a diploma giving access to post-secondary education and following the diploma, at least 6 years of relevant professional experience in a similar position

- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties pertaining to the post
- Be a national of a Member State of the European Union or the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway)
- Be entitled to his or her full rights as citizen
- Have fulfilled any obligations imposed by the applicable laws concerning military service
- Meet the character requirements for the duties involved
- Be physically fit to perform the duties linked to the post

### B. Selection criteria

#### Essential

- Proven experience in general accounting
- Knowledge of EU Financial Regulations and implementing rules
- Good command of English
- Ability to prioritise work and manage his/her responsibilities
- Good organisational and interpersonal skills
- Excellent communication skills
- High sense of confidentiality
- Computer literacy and familiarity with the most wide-spread electronic office equipment (word processing, spreadsheets, e-mail, internet, etc.)

#### Advantageous

- Knowledge of SAP Software and/or ABAC
- Knowledge of BO-reporting tool
- Knowledge of IFRS/IPSAS
- Motivated, dynamic personality with strong aptitude for team work
- Knowledge of French

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

## **Appointment and conditions of employment**

The jobholder will be appointed on the basis of a list established by the Executive Director upon proposal from the Selection Committee. This notice is the basis for the establishment of the Selection Committee's proposal. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment.

The jobholder will be recruited as **temporary agent**, pursuant to Article 2a) of the Conditions of Employment of Other Servants of the European Communities.

The basic monthly salary of a Temporary agent AST3 (step 1), before any deductions or allowances, at 1 July 2009 amounts to € 3.333,77. To this basic salary, a weighting factor has to be added (15,8% from 1 July 2009). The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax.

The contract will be for **four years** and may be extended for a further period of **two years**.

The place of employment will be **Valenciennes**, where the Agency has its offices.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to temporary agents. These rules specify i.e. that

*“An official shall carry out his duties and conduct himself solely with the interests of the Communities in mind; he shall neither seek nor take instructions from any other government, authority, organisation or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Communities.*

*An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.”*

For further information on working conditions of temporary agents see:

[http://ec.europa.eu/dgs/personnel\\_administration/statut/tocen100.pdf](http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf)

## **Equal opportunities**

The Agency takes great care to avoid any form of discrimination in its recruitment procedures.

## **Application procedure**

For applications to be valid, candidates must submit:

- A detailed curriculum vitae (**EU CV Format only**)
- A letter of motivation (2 pages maximum)
- The eligibility and selection criteria grid (see in annex)

The application will be rejected if the dossier is incomplete.

Supporting documents showing evidence of the information given in the application documents may be requested at a later stage.

No documents will be sent back to candidates.

## **Selection procedure**

The selection will be organised in four steps:

- The Selection Committee will check the validity and eligibility criteria of all applications
- The Selection Committee will assess the letters of motivation and the CVs of eligible applicants; it will establish a shortlist of candidates meeting the requirements of the Agency.
- The Selection Committee will interview the shortlisted applicants; written tests will may be organised simultaneously; following this, the Selection Committee will establish a proposal for a list of suitable candidates, to be approved by the Executive Director.
- Suitable candidates will be recruited upon decision of the Executive Director. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

Candidates may apply in any of the official languages of the European Union but the use of English or French is encouraged to facilitate the selection process.

Applications must be sent to mailbox [jobs@era.europa.eu](mailto:jobs@era.europa.eu) **until 31/08/2010** at the latest, clearly indicating the vacancy reference number in the subject line.

Please note that applications submitted by fax or postal mail cannot be taken into consideration.

This call may be used for the recruitment of another post carrying the same profile as the one described above. A reserve list will be constituted, valid **until 31/12/2011**. The validity of the reserve list could be extended if the Agency Executive Director so decides.

## **Appeal Procedure**

A candidate who considers that a mistake has been made regarding the eligibility (point A. of the vacancy notice) of his/her application may ask for a review. To this end, a request for review may be submitted, within 20 calendar days of the email informing him/her of the rejection of his/her application. The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds. This request should be addressed to the Agency's dedicated mailbox ([jobs@era.europa.eu](mailto:jobs@era.europa.eu)).

The candidate shall be informed, within 45 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.

## **Data Protection**

The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and recruitment at the Agency.

The personal information we request from you will be processed in line with Regulation (EC) N° 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.

**Eligibility and selection criteria grid**  
**Post of Accounting Assistant (Ref. ERA/AST/2010/002)**

Last name (in capitals): .....

First name: .....

Gender: **Male / Female**

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**A. Eligibility criteria**

- (1) I have successfully completed a level of post-secondary education attested by an accounting diploma/business degree: **YES / NO**
  - (2) I have successfully completed an advanced level of secondary education: **YES / NO**
  - (3) I have at least 3 years relevant professional experience (following the award of my diploma of post-secondary education) in a similar position: **YES / NO**  
  
I have at least 6 years relevant professional experience (following the award of my diploma of secondary education) in a similar position: **YES / NO**
  - (4) I have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties pertaining to the post: **YES / NO**
  - (5) I am a national of a Member State of the European Union or of Iceland, Lichtenstein or Norway: **YES / NO**
  - (6) I am entitled to my full rights as citizen: **YES / NO**
  - (7) I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO**
  - (8) I meet the character requirements for the duties involved: **YES / NO**
  - (9) I am physically fit to perform the duties linked to the post: **YES / NO**
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**B. Selection criteria - essential**

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

- (10) My experience in general accounting is: **1 / 2 / 3 / 4**
  - (11) My knowledge of EU Financial Regulations and implementing rules is: **1 / 2 / 3 / 4**
  - (12) My command of English is: **1 / 2 / 3 / 4**
  - (13) My ability to prioritise work and to manage my responsibilities is : **1 / 2 / 3 / 4**
  - (14) My organisational and interpersonal skills are : **1 / 2 / 3 / 4**
  - (15) My communication skills are : **1 / 2 / 3 / 4**
  - (16) My sense of confidentiality: **1 / 2 / 3 / 4**
  - (17) My computer literacy and familiarity with the most wide-spread electronic office equipment (word processing, spreadsheets, e-mail, internet, etc.): **1 / 2 / 3 / 4**
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### **C. Selection criteria - advantageous**

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

(18) My knowledge of SAP Software and/or ABAC: **1 / 2 / 3 / 4**

(19) My knowledge of BO-reporting tool is : **1 / 2 / 3 / 4**

(20) My knowledge of IFRS/IPSAS is: **1 / 2 / 3 / 4**

(21) My aptitude for team work is: **1 / 2 / 3 / 4**

(22) My knowledge of French: **1 / 2 / 3 / 4**