

CALL FOR APPLICATIONS

Finance Officer/Evaluator (AD6)

EIT (Budapest)

Ref.: EIT/TA/2011/54

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 **Finance Officer/Evaluator**. 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 at: <http://eit.europa.eu>.

The job

1 Profile

The Finance Officer/Evaluator will work in the field of finance and contract/grant management, ensure financial coordination and support, manage financial information and prepare financial reports in the context of the Grant Agreements awarded by the EIT to the KICs (Knowledge and Innovation Communities) by performing ex-ante evaluation of annual Business Plans and updates. The jobholder shall also provide support to the Team Leader, Head of Unit and other colleagues as needed.

1.1 Tasks

In particular the Finance Officer/Evaluator will be responsible for the following tasks and activities:

Finance and Contracts/Grant Agreements

- Collect, verify and process all financial and legal documents required from beneficiaries
- Check financial viability of beneficiaries and encode beneficiaries' data into ABAC
- Assist project officers in the financial discussions with beneficiaries (budget adjustments, information on eligibility of costs, etc.)
- Prepare the contract/grant agreement/amendment with the selected beneficiaries and create corresponding commitments
- Carry out the analysis of financial guarantees in conformity with the financial regulations
- Follow up the financial implementation of projects, check cost statements

- Prepare payments and recovery orders ensuring that they are financially correct, and conform with procedures, contracts and regulations
- Prepare de-commitments (ensure timely closure of contracts and administrative commitments)
- Liaise with beneficiaries on all financial issues
- Ensure the respect of the EU's Financial Regulation and the compliance of the EIT Grant Handbook

Financial coordination and support

- Carry out ex-ante evaluations of Business Plans and updates
- Contribute to develop and implement homogeneous and compatible procedures, norms and methods to process and access financial information and documents
- Provide support to project officers in all the financial processes (negotiation, preparation, amendment and closing of contracts, commitments, payments and recoveries) in order to solve specific financial issues as well as to ensure financial viability
- Draft and finalise notes and financial correspondence with beneficiaries
- Contribute to the efficient functioning of the financial team, providing back-up to other colleagues when needed

Management of financial information and reporting

- Manage databases and registers as required
- File financial/economic documents, correspondence and returned files and requests for clarification, according to filing rules
- Open/register/filter incoming mail related to financial issues and route mail to appropriate individuals/units
- Oversee all original contracts and the corresponding database
- Maintain a master archive of signed contracts and advance payments at the level of the Unit in agreement with EIT rules
- Ensure quality/coherence of financial and contractual data in/between different databases
- Prepare and maintain follow-up tables as tools for decision-making of staff and managers
- Prepare replies to requests for information from the hierarchy and other services within the EIT
- Any other tasks as deemed necessary

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 citizens²;
- 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 duties³

¹ Iceland, Norway, Switzerland, and Liechtenstein.

² Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

³ Before being engaged, a member of staff shall be medically examined by one of the Institution's medical officers.

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 at least three years attested by a diploma together with an additional year of relevant professional experience⁴.

The above qualifications must be in of the following fields: Accountancy, Economics, Engineering, Public Administration, Science, Finance or Business Administration.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted⁵.

2.3 Experience

Candidates must have, at the closing date for applications, professional experience⁴ directly relevant to the tasks of at least 3 years (at least 4 years in the case of completed university studies of less than 4 years) in positions closely related to the profile of the post such as accounting, budget management, contract management, finance, project management, auditing.

2.3.1 Language skills

Candidates must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU⁶ to the extent necessary for the performance of his/her duties.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1
- Professional experience in the field of EU finances and grant management in particular
- Knowledge of the European Union Institutions and Financial Regulations
- Advanced training in finance, administration or audit
- Very good command of the English language

Advantageous:

- Knowledge of European R&D organisations and programmes related to innovation
- Good communication skills, improvement and problem solving attitude
- Motivated, dynamic personality with strong aptitude for team work
- Double degree in economics and engineering will be a plus

⁴ 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 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. 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).

⁵ In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under "Additional information". In case of invitation to an interview, the above proof must be provided.

⁶ Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

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 system⁷ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Applications shall 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 no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to an 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. Please note that 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: 15 September 2011 at midday (12:00 Budapest 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 Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 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 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 Budapest.

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 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.

⁷ 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.

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

The selection committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in Section 3.

The interview will be conducted in English.

Candidates may also be required to sit a written test on the day of the interview. Further details will be communicated in the letter of invitation to the interview.

5.4 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.

Candidates will also be disqualified if they:

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

5.5 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Appointing Authority of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until the end of 2012. Reserve lists may be extended by decision of the EIT. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Moreover recruitment will be subject to budgetary availability.

5.6 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 have further questions, please contact the EIT via the [Contact](#) page on the EIT website, clearly mentioning the reference of the vacancy notice, 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 to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

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.

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

6.5 Conditions of employment

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or 2 of grade AD 6, according to the length of their professional experience. The estimated net monthly salaries for grade AD 6 Officers, as at 1 January 2011 in Budapest⁸, are:

- Step 1: € 3 000,93
- Step 2: € 3 112,60

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

- Expatriation or foreign residence allowance (16 % or 4 % of the basic salary)
- Household allowance (2% of basic salary + €170.52)
- Dependent child allowance (€372.61 / child)
- Education allowance (The EIT shall cover schooling fees for children of EIT staff members attending or applying to international schools that have signed a cooperation agreement with the EIT. Covered under these provisions are staff member`s children from the age of 5, and attending, regularly or on full time basis, or applying for primary or secondary education in an international school, after having been considered eligible by the EIT)
- Installation allowance (one or two basic salaries if the period of service is three years or more)
- Reimbursement of removal costs
- Initial temporary daily subsistence allowance (Staff entitled to the household allowance: €39.17 per day for a period of 180 days; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month; Staff not entitled to the household allowance: €31.58 per day for a period of 120 days)

Other features of working conditions applicable at the EIT are:

- Annual leave entitlement of two days per calendar month plus additional days depending on distance from the place of origin, grade, age
- General and applicable technical training plus professional development opportunities
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance
- After 10 years of service, staff members are eligible to receive pension from the European Union Pension Scheme

6.6 Independence and declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

⁸ This estimate already includes a correction coefficient of 79,2%, currently applied to salary and allowances paid in Budapest. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance are already included in this estimate. Salaries are exempted from national tax. The salary will be paid in the local currency: Hungarian Forint (HUF).

6.7 Appeal procedure

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website.

6.8 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 difficulties to connect to 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