

**EXTERNAL NOTICE FOR THE POST OF BUDGET ASSISTANT**

Deadline for applications	6 August 2019
Reference	Cedefop/2019/02/AST_external
Type of contract	Temporary agent 2f (1)
Function group/grade	AST4
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for a highly motivated person with experience in budget preparation and monitoring and who can quickly become operational in our EU Agency context.

1. IS THIS JOB FOR YOU?

As Budget assistant, you will work in the Finance and Procurement Service (FPS) and will report to the Head of FPS. The service is part of the Department for Resources and Support.

The FPS provides a full range of centralised financial resources management and procurement services for Cedefop. The service helps ensure compliance with the financial rules, as well as the legality and regularity of expenditure and financial procedures. It offers advice on all finance and procurement matters. The FPS counts currently 9 staff.

In FPS, you will support Cedefop in planning and executing its budget and ensuring sound management of financial resources and assets. You will contribute to managing the administrative and operational revenue and expenditure of the Agency.

You will help change and adapt finance processes into a modern, dynamic and efficient business environment, for example by supporting the deployment of fully digitised procedures.

Key responsibilities:

Contribute to an effective planning and management of budgetary processes:

- contribute to the Agency's budget planning, preparation and presentation, by coordinating budget requirements from the departments to prepare draft and final budget;
- monitor the Agency's budget implementation in coordination with all departments and prepare regular budget implementation reports;

(1) See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (<https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>).

- prepare budget forecasts and assess the need for budget transfers; organise transfers timely to support effective budget execution as well as oversee credit operations and carry-over of credits;
- contribute to the preparation of Cedefop's corporate documents such as the Programming Document, financial statements and the Consolidated Annual Activity Report;
- assist with the maintenance and development of the budget management and financial tools of the Agency.

Assistance to the finance service:

- follow-up on updates of the legislative framework (Financial Regulations, rules of application, Commission's guidelines);
- propose improvements and contribute to drafting of procedures and support the implementation of paperless procedures related to the financial management;
- provide assistance to audits and 'on the spot' controls by the EU auditing bodies and other external auditors;
- backup finance team members and carry out other duties in the interest of the service.

Deputy Accounting Officer:

- deputise the Accounting Officer of the Agency in relation to his/her treasury management and payment execution duties, in order to ensure business continuity in case of absence;
- participate in cash management and perform reconciliation of bank and other general ledger accounts, as needed.

2. WHY CEDEFOP?

Cedefop is one of the EU's decentralised agencies. It supports the design of well-informed European vocational education and training (VET) policies and contributes to their implementation. These policies help the citizens to acquire the skills they need in today's and tomorrow's society and labour market.

The work of the Agency includes research and policy analysis at EU level to provide innovative evidence, share data and support mutual-learning across EU countries.

Cedefop's areas of work comprise vocational education and training and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and the validation of work-based learning.

Cedefop works together with the European Commission, Member States and social partners. The work of the Agency is governed by a [Founding Regulation](#), which also defines its objectives and tasks.

Cedefop has its seat in Thessaloniki, Greece ([Life in Thessaloniki](#)). The Agency offers an international and stimulating workplace, with about 130 staff from EU countries.

To find out more about Cedefop, visit our [website](#).

3. WHAT ARE THE SELECTION REQUIREMENTS?

3.1. Eligibility criteria

For your application to be considered eligible, you must fulfil all the following requirements on the closing date for submission of applications:

General conditions

- be a citizen of one of the Member States of the European Union;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws on military service;
- be physically fit to perform the duties relating to the post ⁽²⁾.

Education ⁽³⁾ and experience

- have completed a level of post-secondary education attested by a diploma and after having obtained the diploma, 6 years appropriate full-time professional experience
OR
- a level of secondary education attested by a diploma which gives access to post-secondary education and after having obtained the diploma, 9 years appropriate full-time professional experience.

Language skills

- have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union ⁽⁴⁾.

Only candidates who fulfil all eligibility criteria will be assessed further.

3.2. Selection phase

The selection will be carried out by a panel appointed by the Executive Director. The panel will assess all eligible applications against the selection criteria described in this section 3.2, using as a reference the description of the role in section 1 of the vacancy notice.

3.2.1. Preselection based on the application documentation

The panel will assess your application documents (application form, CV and motivation letter) to decide if you should be invited to written test and interview.

It is important that you explain explicitly in the application documents how you meet (a) the essential pre-selection criteria and (b) other pre-selection criteria.

(a) Essential pre-selection criteria:

- at least 5 years of proven professional experience gained in roles primarily concerned with financial and budget management, accounting or auditing;

⁽²⁾ Before appointment, the successful candidate must undergo a medical examination.

⁽³⁾ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. Naric) will be accepted.

⁽⁴⁾ Satisfactory knowledge is considered level B2 or above as referenced in the Common European Framework of Reference (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

- at least 3 years experience in the recent 10 years in using accounting or finance software packages;
- proficient use of Excel;
- excellent command ([at least C1 level](#)) of both written and spoken English ⁽⁵⁾.

Only candidates who meet all of the essential criteria will be scored against the other pre-selection criteria.

(b) Other pre-selection criteria

If your application meets all essential pre-selection criteria it will be scored against the following other pre-selection criteria. The non-fulfilment of one or more of these other pre-selection criteria will not result in your exclusion from the pre-selection process but may affect your score and thus your chances of being invited for test and interview.

The criteria below are presented in order of priority:

- sound experience in using the financial management tools such as the European Commission Accrual Based Accounting system (ABAC), SAP or another Enterprise Resource Planning software/system;
- experience in double entry bookkeeping and accrual based accounting;
- professional experience in the EU institutions or Agencies;
- professional experience in developing a digital office environment (e.g. assigned to a project team role in digitisation processes);
- professional experience in international/multinational environment;
- experience in drafting procedures, manuals and guidelines;
- a degree or certificate in a field relevant to the position, e.g. accounting, financial management, economics or business administration;
- knowledge of a 3rd EU language.

Up to ten candidates, who obtain the highest scores for the above other pre-selection criteria will be invited for an interview and a written test.

3.2.2. Interview and written test

This stage of the selection procedure will allow you to prove your suitability for the post of the budget assistant. The panel will conduct the competency-based interview and assess the written test, which will be corrected blind.

The interview will cover the following areas of professional knowledge and competences:

- understanding of the principles underpinning accounting, budget and finance management in public institutions;
- sense of responsibility and accountability;
- proactive attitude;

⁽⁵⁾ Level C1 or above as referenced in the [Common European Framework of Reference](#).

- capability to plan and deliver results;
- interpersonal skills and aptitude for teamwork;
- ability to communicate clearly in English.

The written test will test your:

- ability to analyse, compile and summarise complex financial information;
- proficient command of Excel;
- ability to summarise and draft in English.

The outcome of the interview will count for 50% and the outcome of written test 50% of the final score.

The test and interview are planned to take place on **14 and 15 October 2019**. Further information on the organisation of the test and interview will be provided upon invitation.

3.3. Appointment and list of suitable candidates

As a result of interviews and written tests the panel will propose the most suitable candidate(s) for the post of budget assistant to be placed on the list of suitable candidates. In order to be proposed to be placed on the list of suitable candidates you must obtain a minimum of 60 % of the total points.

The Executive Director will appoint the successful candidate to the post. The other most suitable candidates will be placed on a list of suitable candidates.

If needed, a second interview could be organised prior to the appointment. The second interview would focus on overall suitability of the candidate for the post, covering motivation, relevant technical and behavioural competences, in line with the selection criteria established in the vacancy notice.

The appointment of the successful candidate to the post will be finalised after all necessary supporting documents have been checked. The successful candidate will undergo a probation period of 9 months.

The list of suitable candidates may be used for future recruitment for the position advertised in the notice of vacancy. Please note that inclusion in the list does not guarantee recruitment.

The list is valid until 31 December 2020. The Executive Director may extend the validity of the list.

4. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AST 4 ⁽⁶⁾;

⁽⁶⁾ A good knowledge of a third EU language ([at least B2](#)) level is required for the first promotion to the next grade.

- the monthly basic salary for grade AST 4 step 1, EUR 4,231.23, is multiplied by the corrective coefficient for Greece (currently 81.8 % and reviewed annually);
- salaries are subject to a Union tax deducted at source and are exempt from national taxation;
- depending on the individual family situation and the place of origin, the jobholder may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance;
- example of net monthly salaries as currently applicable:

AST 4 – Step 1 Net salary		
Minimum final net salary (without any allowances)	Final net salary with expatriation allowance	Final net salary with expatriation, household, one child and education allowances
EUR 2775.92	EUR 3329.70	EUR 4506.62

- additional financial support for the schooling of children;
- VAT exemption allowance on certain goods for a period of a year;
- annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days home leave if applicable, and in addition circa 18 public holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- professional training and development opportunities;
- flexible working arrangements, including teleworking.

Further information regarding rights, conditions of employment and benefits can be found in the Staff Regulations ⁽⁷⁾.

5. HOW TO APPLY?

Please submit your application through the online system **by 6 August 2019 at 12:00** (noon) Greek time (CET +1).

The application form, CV and motivation letter must be submitted in English.

We strongly recommend that you read the instructions to applicants and the [frequently asked questions](#) before you start filling in your application.

To register and apply, please go to the [vacancies section on Cedefop's website](#), click on the name of the vacancy notice and follow the instructions.

⁽⁷⁾ Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (<https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>).

In addition to filling in the application you must attach:

- detailed CV preferably in the [Europass format](#);
- copy of your diploma(s) ⁽⁸⁾; and
- a motivation letter of not more than two pages.

Incomplete applications or applications received after the deadline will be rejected.

Candidates are strictly forbidden to make any contact relating to this selection process with the pre-selection panel and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

6. EQUAL OPPORTUNITIES

Cedefop applies a policy of equal opportunities and accepts applications without distinction on any grounds.

7. PROTECTION OF PERSONAL DATA

Cedefop ensures that applicants' personal data are processed in line with [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 data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002 and on the free movement of such data (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>).

8. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

9. APPEAL PROCESS

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

CEDEFOP
The Executive Director
EUROPE 123
'SERVICE POST'
GR – 570 01 Thermi (Thessaloniki)

Any complaint must be lodged within three months after the candidate has been informed of the decision concerning his/her application.

⁽⁸⁾ You must always attach your secondary diploma and/or post-secondary or undergraduate degree (e.g. Bachelor), if applicable.

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the [website of the General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the [website of the European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman.

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.