

## VACANCY NOTICE V/AD/BFA/1/2022

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list<sup>1</sup> for the post of  
**Financial Officer**  
**(Contract agent post, type 3a, FG III 08<sup>2</sup>)**  
Within the Budget and Financial Affairs Service

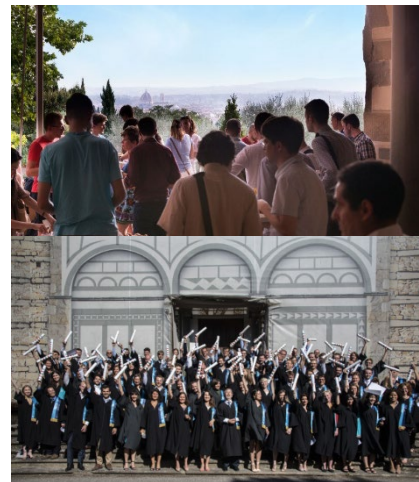
### Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



### Our Unit

The main mission of the **Budget and Financial Affairs Service** (BFA) is to assist the President and the Secretary General in the EUI financial management of the EUI. It plays an active role in supporting the academic units to achieve their institutional goals in terms of teaching and research as provided for in the Convention setting up the Institute. More specifically, the BFA is in charge of executing the full budgetary cycle from the preparation and implementation of the annual draft budget (payments, collection of revenue, preparation/presentation of the accounts, etc.) to the discharge of the President. It promotes sound financial management and practices through general and specific actions of simplification and accountability to comply with the budgetary regulatory framework, in particular the Financial Rules adopted by the High Council.

The BFA supports all administrative and academic units in implementing the budget and, within the limits of its remit, manages the funds of the Institute's ordinary budget as well as those derived from external sources. The BFA is also responsible for the calculation and payment of salaries, pensions and other financial entitlements of all EUI contract holders.

<sup>1</sup> The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

<sup>2</sup> cf. Annex II

## Your Key Responsibilities

Under the supervision of permanent or temporary staff, the Financial Officers will be in charge of specific research administration/financial management and other equivalent technical/executive tasks. The main duties may include the following:

### *Finance and procurement responsibility:*

- Being responsible for the initiation of financial operations: managing incoming invoices, reimbursement requests and cost claims in the EUI's financial system (SAP);
- Collecting, checking and processing all documentation required to support the commitment and de-commitment of funds, payment requests, recovery orders and credit operations;
- Initiating, verifying and following up in SAP on financial transactions, including commitments, de-commitments, payments, recovery orders, guarantees and credit operations;
- Providing general administrative support, including document archiving, drafting and formatting of financial documents.

### *Level of Expertise*

- Acting as a subject matter specialist: providing advice to academic and administrative staff on the EUI financial rules/regulations/framework, including on the financial management of externally-funded research projects.

### *Representation/communication:*

- Representing the service inside and outside the EUI;
- Liaising with external and internal stakeholders regarding financial issues; advising on financial matters during negotiations with external stakeholders.

### *Policy/ Strategy Making:*

- Supporting policy and strategy making by providing financial information through the extraction (mainly from SAP), processing and analysis of data and preparing reports.

### *Level of autonomy and accountability*

- Possessing a high level of autonomy: being accountable for her/his own work, reporting to the team leader or Head of Sector.

### *Budget Management*

- Assisting in the forecast, planning, preparation, implementation, reporting and follow-up of the budget;
- Verifying budget estimates;
- Monitoring the budget of services/academic units.

### *Role in administrative processes:*

- Assisting in the development and implementation of financial procedures and/or the elaboration and update of templates.

## Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the **unit** and the **role** include the following:

- Knowledge of processes and procedures
- Problem-solving
- Resilience
- Working with others
- Strategic thinking
- High sense of confidentiality, accuracy and discretion in handling sensitive information and data
- Service-oriented attitude
- Decision making

The competencies mentioned above may be assessed at the written test and/or interview stage.

## What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

## How To Apply

Applications must be submitted electronically using the V/AD/BFA/1/2022 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: 14 March 2022 at 23:59 CET**

**Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.**

## ELIGIBILITY CRITERIA

**On the closing date for online applications, you must fulfil all the following general and specific conditions:**

### 1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

### 2. Specific conditions

#### 2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years.

#### 2.2 Knowledge of Languages<sup>3</sup>

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

## SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

### *Essential*

- Diploma in Budget/Accounting, Finance management, Business administration or related topics;
- At least three years of professional experience in financial management, budget management, or related areas;

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<sup>3</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

- Proven hands-on experience in the use of financial management tools (ERP systems, preferably SAP), IT skills including proficiency in Microsoft Office, and experience in the preparation of financial reports;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

***Advantageous***

- Proven professional experience in the field of EU finances (grants, procurement, contract management and accounting) and/or proven knowledge of the European Union financial regulations and related implementing rules;
- Proven work experience in an international and/or academic or research environment.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the “Your key competencies” section on page 3.