

## VACANCY NOTICE V/AD/ACC\_BFA/1/2023

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 **Officers in the Financial and Accounting areas (Contract agent post, type 3a, FG III<sup>2</sup>)** in the following units:

- Accounting Service
- Budget and Financial Affairs Service
- Central Coordination Unit

The EUI is looking for highly motivated and dynamic **Officers in the Financial and Accounting areas**, who will thrive in a university and international setting hosting more than 1000 international scholars and administrative staff with various backgrounds. The Officers in the Financial and Accounting areas will be in charge of specific research administration, financial, budget and accounting management to support the organisation and EUI community.

In their application form, candidates will have to select whether they would like to **apply as financial officer, accounting officer or both**.

### 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.

<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

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

The EUI strives to secure the highest standards in the employment of the staff, with due regard to the importance of reflecting both gender balance and a wide geographical basis, with reference to its contracting states.

## Our Units

- The **Accounting Service** (ACC) keeps and presents the EUI's annual accounts in accordance with the applicable accounting and financial reporting framework, and ensures the treasury management through the proper implementation of payments and revenue. Along with these main activities, the Accounting Service is responsible for supporting the management of the Pension Reserve Fund as well as ensuring the design and implementation of operational and control procedures to support decision-making processes.
- The main mission of the **Budget and Financial Affairs Service** (BFA) is to assist the President and the Secretary General in the 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. More specifically, the BFA is in charge of executing the full budgetary cycle from the preparation and implementation of the annual draft budget and promotes sound financial management and practices through general and specific actions of simplification and accountability to comply with the budgetary regulatory framework.

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.

- The **Central Coordination Unit** (CCU) is tasked with supporting the President and the Secretary-General in the definition and implementation of the EUI's strategy and in the development and the operation of strategic and academic governance. The Unit coordinates transversal functions and initiatives upon request of the President.

The areas covered by the Central Coordination Unit include strategy and development; research support; corporate and private fundraising; external relations; diversity and inclusiveness; gender equality; legal advice and data protection; and procurement.

## Your Key Responsibilities

Under the supervision of permanent or temporary staff, the Officers in the Financial and Accounting areas will be in charge of specific research administration/financial/accounting management and other equivalent technical/executive tasks.

In their application form, candidates will have to select whether they would like to apply as financial officer, accounting officer.

## ***Profile – Financial Officers***

The main duties may include the following:

### ***Finance, procurement and accounting 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 (acceptance requests) and credit operations;
- Initiating, verifying and following up in SAP on financial transactions, including commitments, de-commitments, payments, recovery orders, guarantees and credit operations opening new projects;
- Providing general administrative support, including document archiving, drafting and formatting of financial documents;
- Providing financial reports by extracting, processing and analysing financial data, performing regular internal control checks;
- Preparing and submitting financial reports, debit notes and payment requests for external donors.

### ***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 (in particular EU funded 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 of data and reports (mainly from SAP);
- Providing the Head of Service with insights on strategy, vision, mission, objectives and related developments.

### ***Level of autonomy and accountability:***

- Possessing a high level of autonomy; being accountable for their 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;
- Providing financial reports and analysis.

***Role in administrative processes:***

- Contributing to programmes and projects; assisting different academic and administrative units in their daily financial coordination;
- Assisting in the development and implementation of financial procedures and templates.

***Profile – Accounting Officers***

***Finance, procurement and accounting responsibility:***

- Participating in the preparation of the annual accounts through the preparation of financial statements, validation of budgetary statements and by performance of cross-check procedures;
- Preparing financial reports and performing regular internal control procedures;
- Verifying the financial statements to ensure their reliability and making the necessary reconciliations in the accounting system;
- Executing and documenting accounting operations;
- Providing general administrative support, including document archiving, drafting and formatting of financial documents;
- Providing financial reports by extracting, processing and analysing financial data;
- Analysing and reconciling accounting balances and proposing solutions;
- Drafting the tender documents of procurement processes.

***Level of Expertise:***

- Using IT accounting systems;
- Demonstrating knowledge of accrual accounting and financial reporting under accrual (International Public Sector Accounting Standards - IPSAS framework);
- Acting as a subject matter specialist: knowing the trends and best practices for the area of work of their unit.

***Representation/ Communication:***

- Representing the service inside and outside the EUI;
- Liaising with external and internal stakeholders regarding accounting issues;
- Advising on accounting matters during negotiations with external stakeholders and participation in projects (internal or external).

***Policy/ Strategy Making:***

- Supporting policy and strategy making by providing accounting information through the extraction (mainly from SAP), processing and analysing data and preparing reports;

- Providing the Head of Service with insights on strategy, vision, mission, objectives and related developments.

***Level of autonomy and accountability:***

- Possessing a high level of autonomy; being accountable for their own work, reporting to the team leader, Head of Sector or Head of Service.

***Budget Management:***

- Ensuring the operations required for the proper implementation of payments and collection of revenue;
- Performing procedures for the recovery of amounts established as being receivable.

***Role in administrative processes:***

- Assisting in the development and implementation of accounting procedures and the elaboration and update of templates;
- Acting as a member of procurement committees.

**Your Key Competencies**

All staff at the EUI share the following **competencies**<sup>3</sup>:

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



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

- Knowledge of processes and procedures
- Problem solving and analytical thinking
- Resilience
- Working with others
- Initiative/proactivity
- Reporting skills
- High sense of confidentiality, accuracy and discretion in handling sensitive information and data

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

Candidates are invited to consult the [EUI Competency Framework](#) for a definition of each competence.

<sup>3</sup> Cf. [EUI Competency Framework](#)

## 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/ACC\_BFA/1/2023 [online application form](#) available at:  
<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: 3 May 2023 at 23:59 CEST**

## Annex I – Eligibility and Selection Criteria

### 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 <sup>4</sup>.

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<sup>4</sup> As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

## 2. Specific conditions

### 2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma <sup>5</sup>, 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>6</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***

- At least three years of proven professional experience acquired in positions relevant to the job description: financial management, budget management, and/or accounting management and internal control operations and procedures, or related areas;
- 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 extracting and processing data to produce and analyse financial reports;
- Excellent communications skills, both spoken and written, in English (CEFR level: C1 or above).

### ***Advantageous***

- Diploma in Budget/Accounting, Finance Management, Business Administration or related social sciences;
- Proven professional experience in the field of finances of EU institutions or in another international environment;
- Proven work experience in academic and research institutions.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "**Your key competencies**" section on page 5.

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<sup>5</sup> Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

<sup>6</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.