

ACCOUNTING OFFICER VACANCY NOTICE

Temporary agent - function group AD, grade 7

Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking an Accounting Officer to keep the accounts of all its operations.

The services of the Accounting Officer will be shared with the ETF's sister agency, the European Agency for Safety and Health at Work (EU-OSHA).

Based in Turin, Italy and travelling frequently to Bilbao, Spain, your job will include opening and closing accounts, creating the financial statements of both agencies, and managing the ETF treasury.

If you are passionate about accounting, you will have the opportunity to make a difference in a dynamic professional environment.

What is the ETF?

The [ETF](#) is an EU agency based in Turin, Italy. It helps transition and developing countries harness the potential of their human capital through the reform of education, training, and labour market systems, in the context of EU external relations policies.

We support countries bordering the EU to improve their vocational education and training systems, analyse skills needs, and develop their labour markets. By doing so, we help them to improve social cohesion and achieve more sustainable economic growth, which in turn benefits Member States and their citizens by improving economic relations.

A few words on EU-OSHA

[EU-OSHA](#) is an EU agency based in Bilbao, Spain. The aim of the agency is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information.

What are we offering?

Type of contract: Temporary agent – Function Group AD, grade 7.

Contract duration: 4 years, renewable, subject to a probation period.

The typical salary for a single employee, with six years of relevant professional experience: circa € 4,580 net / month; or for an employee, with six years of relevant professional experience, expatriation allowance and one dependent child: circa € 6,500 net / month.

What will you do and how will you work?

As the **Accounting Officer of the ETF**, you will work in the Strategy and Resources Department.

As the **Accounting Officer of EU-OSHA**, you will work in the Resource and Service Centre.

You will be appointed by the Governing Board of the ETF and the Management Board of EU-OSHA. You will be totally independent in the performance of your Accounting Officer duties and responsible to the respective Boards.

You will work closely with the accounting officer's assistant and members of the finance teams. You will develop productive and cooperative relationships across the agencies. You are highly organised and an open-minded, enthusiastic and proactive team worker. You will use both oral and written communication skills.

You will be responsible for:

- implementing payments, collecting revenue and recovering amounts
- keeping, preparing, signing off and presenting the accounts in accordance with the accounting rules
- reconciling the asset management records with the financial records
- opening and end-of-year closing of accounts
- implementing the accounting rules and the accounts chart
- validating the systems to supply or justify accounting information
- managing the treasury
- responding to internal and external queries related to accounting
- delivering advice and disseminating best practices on accounting
- maintaining a detailed and complete audit trail for all accounting operations
- maintaining and up-dating accounting procedures and processes
- contributing to the definition of financial management processes
- participating actively to the EU Agencies accounting network
- participating actively to audits

You will be based in Turin, Italy.

You will travel around 4 times a year to Bilbao, Spain. You could also travel a couple of times a year to EU Member States.

Eligibility criteria

To be considered eligible, you must satisfy the following requirements on the closing date for the submission of the applications:

- 1 Be a national of one of the Member States of the European Union

- 2 Enjoy full rights as a citizen
- 3 Have fulfilled any obligations imposed by law concerning military service
- 4 Be physically fit to perform the duties linked to the post
- 5 Have a level of education which corresponds to completed university studies of at least four years attested by a diploma, followed by at least six years of professional experience
or
Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least seven years of professional experience
Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the Member States shall be taken into consideration.
- 6 Have a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL) of one of the languages of the Union and have a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another language of the Union, to the extent necessary for the performance of the duties.

Selection criteria

Candidates should have:

Educational background

- chartered accountant certification or university degree in/with accounting as main subject area

Professional experience

- a minimum of four years - over the last ten years - of professional experience in the accounting field - as per the section: What will you do and how will you work?

Very good technical skills

- accounting
- English: level C1 in all dimensions as per the CEFRL

Very good soft skills in

- adaptability
- analysis and accuracy
- fostering collaborative relationships
- oral and written communication
- probity and integrity
- self-organisation and meeting tight deadlines
- working under pressure for different stakeholders

Assets

- knowledge of the EU Financial Regulations
- knowledge of the EU accounting rules
- experience with SAP
- Italian and/or Spanish: level B2 in all dimensions as per the CEFRL

Submission of applications

The **closing date** for the submission of applications is **22 September 2021 at 23.59 (Turin time)**.

You are invited to send your application via the ETF website, under “about” and then “recruitment” sections.

You are strongly advised not to wait until the last day to submit your application since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The ETF cannot be held responsible for any delays to your application due to such difficulties.

Formal requirements

You must provide **all the documents** mentioned below, **by the closing date**, preferably in English:

- a cover letter of one page maximum, explaining why you are interested in the position
- a curriculum vitae using the Europass CV format

Please note that only applications submitted online through the ETF website, in line with the formal requirements mentioned above, will be accepted for the selection phase.

Selection

The selection process comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The ETF Recruitment Team will review all applications. Only applications meeting all eligibility criteria and formal requirements move to the next phase.

1.2 Selection for interviews and written tests

On the basis of the information provided in the curriculum vitae, the selection board will assess the applications against the candidate’s professional experience, and the required technical skills and assets. The candidates presenting the most appropriate application will be invited to attend an interview and written test. It is expected that around six candidates will be invited.

The ETF expects a high number of applications. As a consequence, only short-listed candidates will be contacted by the selection board. This is expected to take place by the **end of September 2021**.

Phase 2 – Interviews and written tests

The selection board will assess the candidate’s educational background, professional experience and skills required for the position and for Temporary Agents of the EU through an interview and written

tests, organised remotely. At least one part of the tests will be evaluated anonymously. The interviews and written tests will be held primarily in English.

This is expected to take place in [October 2021](#).

Upon completion of this phase, the selection board will put forward to the ETF Governing Board a list of candidates considered the most in line with the selection criteria - having reached at least:

- 70% of the points allocated to soft skills, and
- 70% of the points allocated to technical skills and relevant professional experience

This phase is expected to take place in [November 2021](#).

Phase 3 – Appointment

Considering the proposal made by the selection board, the ETF Governing Board will appoint the most suitable candidate as ETF's Accounting Officer.

It is expected that the successful candidate will take up duties on [1 March 2022](#).

The ETF's Governing Board may also decide to establish a list of other potentially suitable candidates. The list will be valid until 31 December 2022. Its validity may be extended by decision of the ETF Director. Inclusion in the list does not guarantee a job offer.

When a position becomes vacant or needs to be covered, the ETF Governing Board may appoint a candidate in the list whose profile best matches the ETF's needs at that time.

Following the conclusion of a service level agreement between ETF and OSHA, the candidate, who is appointed by the ETF Governing Board, will be presented to the OSHA Governing Board for his/her possible appointment as OSHA's Accounting Officer.

It is expected that the successful candidate takes up duties at OSHA on 1 June 2022.

Work of the selection board

The board's work and deliberations are strictly confidential and any contact with its members is prohibited. Contacting them constitutes grounds for disqualification from the procedure.

Contractual conditions

Contract of employment

The contract of employment is concluded with the ETF. It is for a fixed duration of four years and is renewable. It is subject to a probationary period of nine months.

Temporary agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union. Under this type of contract, the employee is bound by the CEOS as well as the relevant Implementing Rules.

The ETF will be bound to the contract of employment offered only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all relevant documents proving his/her eligibility, including a clean police record
- undergone a compulsory medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved

- has informed the ETF of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair his/her independence or any other conflict of interest.

Salary and benefits

Depending on their personal situation, staff members may be entitled to various allowances such as expatriation allowance, household allowance, dependent child allowance, education allowance, etc. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

Additional information

The documents provided during the selection procedure will not be returned to candidates but will be kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this procedure.

More information is available in the privacy statement on the ETF website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the ETF website.