

## FINANCIAL ASSISTANT

Unit: Resource Management and Coordination

Reference: ECDC/FGIII/2019/RMC-FA

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

### Job description

The jobholder will work in the Finance and Accounting Section, being responsible for the tasks below depending on the Group. He/she will report to the relevant Group Leader.

He/She will be responsible in particular for the following areas of work:

- Initiate financial transactions related to payment- and commitment appropriations;
- Assist the operational units in preparation, quality control and compilation of financial dossiers;
- Apply strict implementation of ECDC financial regulation and procedures;
- Assist in the preparation of ECDC's budget;
- Create legal entity and bank account files;
- Assist with the issuance of recovery orders and budget transfers;
- Perform follow up on the budget implementation, provide reports and reconciliation;
- Provide assistance in financial matters throughout the Centre;
- Assist with updates of financial procedures and checklists related to the financial workflows of the Centre;
- Provide general administrative and clerical support, including document archiving;
- Perform back-up and support function for the assigned counterparts in the section;
- Perform any other tasks assigned by the Group Leader or Head of Section.

# Qualifications and experiences required

## A. Formal requirements

In order to be an eligible candidate the jobholder needs to meet a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years<sup>1</sup>;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties<sup>2</sup>;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen<sup>3</sup>;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

## B. Selection criteria

To qualify for this post we have identified essential criteria with regard to professional experience and personal characteristics/interpersonal skills. These are:

### Professional experience/knowledge:

- At least 3 years, following the award of the diploma, of professional experience acquired in positions related to the duties as outlined in the job description;
- Experience in applying financial procedures and rules;
- Experience in processing financial transactions;
- Proficient user of Excel, accounting and finance software packages;
- Excellent level of English, both written and spoken.

### Personal characteristics/interpersonal skills:

- Quality driven and service minded;
- Excellent communication skills;
- Quality driven, high level of accuracy and eye for detail;
- Excellent numerical skills;
- High level of service orientation;
- Strong inter-personal skills and ability to work well in a team;

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<sup>1</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 said Member states shall be taken into consideration.

<sup>2</sup> In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>3</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Capacity to work under pressure and with tight deadlines.

We have also identified experiences and skills that are advantageous for this post. These are:

- Specific training in finance and accounting.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria, or apply any listed advantageous criteria.

## Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in **Function Group III**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

[http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff\\_Regulations\\_2014.pdf](http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf)

The place of employment will be Stockholm, where the Centre has its activities.

## Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

## Application procedure

**To apply please send a completed application to [Recruitment@ecdc.europa.eu](mailto:Recruitment@ecdc.europa.eu) clearly indicating the vacancy reference and your family name in the subject line of the email.**

**For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English<sup>4</sup>. Any incomplete applications will be considered invalid.**

**The ECDC application form can be found on our website here:**

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<sup>4</sup> This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.