

**Call for expression of interest for the creation of a reserve list for the post of  
Financial and Accounting Assistant (TA – AST3)  
at the BEREC Office**

**Ref. BEREC/2014/11**

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| <b>Publication:</b>                               | External  |
| <b>Title of function</b>                          | Financial and Accounting Assistant in the Administration and Finance unit of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) |
| <b>Parent Directorate General (DG)</b>            | DG CONNECT — Directorate General for Communications Networks, Content and Technology (Brussels)   |
| <b>Portfolio Commissioner(s) (Digital Agenda)</b> | <b>Ms Neelie Kroes</b>  |

### **The BEREC Office**

The Office of the Body of European Regulators for Electronic Communications (BEREC) — ‘the BEREC Office’ — was set up to provide administrative and professional support to BEREC, the Body of European Regulators for Electronic Communications. The BEREC Office is located in Riga, Latvia.

BEREC is composed of a Board of Regulators consisting of the heads of the 28 national regulatory authorities (NRAs). BEREC advises the European Commission and the NRAs and assists the European Parliament and Council on issues related to the application of the EU regulatory framework for electronic communications. BEREC in particular helps to ensure fair competition and consistency of regulation in the internal market for electronic communications by providing expert advice on market definitions, analysis and remedies, definition of trans-national markets, cross-border disputes and numbering issues.

The BEREC Office is an EU Body that provides professional and administrative support to BEREC. With a staff of 28, the BEREC Office is managed by an Administrative Manager under the supervision of a Management Committee composed of the same heads of the 28 NRAs and a representative of the European Commission.

The BEREC Office is responsible, in particular, for collecting information from NRAs and exchanging and communicating information in relation to the role and tasks of BEREC. It disseminates regulatory best practice among NRAs, assists the Chair of the BEREC Board of Regulators in the preparation of his/her work, and sets up and provides support to expert working groups.

The Staff Regulations of Officials of the European Communities, the Conditions of employment of other servants of the European Communities and the rules adopted jointly by the European Community institutions for the purpose of applying these Staff Regulations and Conditions of employment apply to the staff of the Office.

For further information please consult the BEREC website: <http://berec.europa.eu/>

## **The post**

The Financial and Accounting Assistant, under the supervision of the Head of the Administration and Finance unit, will have a role in defining and managing the accounting process within the BEREC Office in compliance with the applicable rules and procedures. He/she will be responsible for the tasks set out below.

### **Function 1: Financial Assistant**

- Drafts financial internal administrative procedures;
- Scrutinizes source documents for completeness, accuracy and validity of charges; investigates erroneous charges and takes appropriate correcting actions;
- Responds to queries from staff members and third parties; having regular and frequent contacts with clients and is responsible for addressing and responding to queries as necessary;
- Assists in tenders opening and evaluation sessions;
- Develops guidelines and coordinates internal training activities and material to help the Office staff in familiarising with financial rules and procedures;
- Ensures the maintenance of the Office's financial manual / other guidelines and the dissemination of necessary communication related to changes in financial rules and procedures;
- Assists with administrative & financial-related ad hoc projects as required;
- Assists with the maintenance and dissemination of manuals, procedures and internal rules which support the budget execution.

### **Function 2: Accounting Assistant**

- Assists in the processing of payments, notably calculating and checking payments for correctness and communicating discrepancies to supervisors;
- Prepares VAT reports for submission to the Ministry of Finance; monitors the status of VAT refunds and communicates with relevant parties on non-refundable amounts or any issue in connection to VAT reports;
- Prepares accounting reports and statements in accordance with the Office's financial control structures, systems and processes;
- Develops and enhances effective relationships with both internal and external stakeholders: IAAN, EC Accountants Network, ABAC Coordination;
- Assists within the process of audits by the European Court of Auditors and the EC Internal Audit Service;
- Assists with the coordination of the reporting on the discharge of the budget;
- Acts as an alternate approving officer during the Accounting Officer absences;

The Financial and Accounting Assistant may be assigned other duties appropriate to the grade from time to time.

## Eligibility criteria

Applicants will qualify for the selection phase in complying with the following criteria by the deadline for applications:

1. Nationality: be a citizen of a Member State of the European Union and be entitled to full rights as a citizen<sup>1</sup>.
2. Education<sup>2</sup>: have the following level of education:
  - a) a post-secondary education, attested by a diploma,OR
  - b) a secondary education, attested by a diploma, giving access to post-secondary education and appropriate professional experience of three years.
3. Have the personal requirements for the duties involved.
4. Languages: have a thorough knowledge of one of the official European Union languages and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties;
5. Be physically fit enough to perform his/her duties<sup>3</sup>.

## Selection criteria

Applicants for the post of Financial and Accounting Assistant should meet the following criteria:

1. Have relevant studies in the field related to the job profile and/or additional studies, training or certification in finance and/or accounting.
2. Have appropriate professional experience of at least three years.
3. Have a very good knowledge (via experience and/or training) of accounting standards, such as the International Financial Reporting Standards (IFRS) and the International Public Sector Accounting Standards (IPSAS).
4. Have a very good command of both written and spoken English.
5. Have a proven capacity to work in an international environment.

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<sup>1</sup> Prior to the appointment, the successful applicant will be asked to provide a certificate issued by a competent authority which attests the absence of a criminal record.

<sup>2</sup> Only diplomas and certificates that have been awarded in EU Member States, or that are deemed to be equivalent certificates issued by authorities in the Member States will be considered..

<sup>3</sup> Prior to being employed, the successful applicant shall undergo a medical examination by one of the institutions' medical officers so that the applicant fulfils the requirements of Article 82(3)(d) of the Conditions of employment of other servants of the European Communities.

6. Be motivated and have good interpersonal skills.
7. Demonstrate good analytical skills and capacity to provide solutions and report on results.
8. Be capable of working under pressure and to meet tight deadlines.

It will be advantageous if applicants have:

9. Experience and/or knowledge of EU accounting, financial rules and procedures.
10. Practical experience/knowledge of ABAC/SAP.

### **Independence and declaration of interests**

The Financial and Accounting Assistant will be required to sign a declaration undertaking to act independently in the public interest and to declare any interests that may be considered prejudicial to his/her independence. Applicants must confirm their willingness to do this in their application.

### **The application procedure**

For applications to be valid, applicants must submit 1) the attached application form, 2) a cover letter summarising their reasons for applying, and 3) a Curriculum Vitae (CV). The CV should preferably be drafted using the Europass CV format. Applicants are requested to indicate the duration of studies undertaken<sup>4</sup>. Applications will be rejected if these criteria are not met.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure, on request.

In order to facilitate ease of communication, all communications to applicants concerning this vacancy will be in English.

Applications, preferably in English, should be sent *by e-mail only* to:

[recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu)

Please always indicate the vacancy reference (BEREC/2014/11 Financial and Accounting Assistant) in the subject line of any e-mails.

Applicants are asked to report any potential change of address in writing without delay to the e-mail address above.

### **Closing date**

Applications including 1) the application form, 2) a cover letter summarising the reasons for applying and 3) a Curriculum Vitae (CV) must be sent by e-mail, to arrive in Riga before midnight on **12 October 2014** (please note, that midnight is local Riga time).

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<sup>4</sup> The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

## **Important information for applicants**

Applicants are reminded that the work of the selection committee and the Management Committee is confidential. Applicants, and anyone acting on their behalf, must not contact members of these committees either directly or indirectly.

## **Steps of the selection procedure**

The Financial and Accounting Assistant will be selected in accordance with the decision MC (10) 24 of the Management Committee<sup>5</sup> following an assessment of his/her merits and suitability for the post, based on the criteria specified above.

### **1. Initial assessment of the applications**

After the closing date for applications, the Selection Committee set up for this post by the Appointing Authority will check the submitted applications against the Eligibility criteria set out above. Applications satisfying these conditions will then be assessed against the Selection criteria set out above. The Selection Committee will assess the qualifications and professional experience of the applicants with respect to the description of the 'Selection criteria' and his/her motivation. The Selection Committee will select those applicants who meet the eligibility criteria and best match the selection criteria required as per the vacancy notice.

### **2. Interview and written test**

Once the profiles have been assessed, the Selection Committee will invite the most suitable applicants to complete a written test and attend an interview. Invitations will be based on the highest scores in the pre-selection screening. Approximately 10 applicants who are above a certain threshold will be shortlisted for interview. Details of the time, date and venue of the interview will be communicated to the applicants at that stage.

The Selection Committee will assess the applicants invited to the written test and interview according to the Selection criteria set out above.

The written test, which is related to the job, will be in English and is designed to test the applicant's ability to communicate in written English, and the applicant's knowledge and competences relating to the job as well as their drafting skills. Total marks for written test: 30. Minimum pass score: 20.

The aim of the interview is to assess the suitability of the applicants to perform the required duties, their professional knowledge and their motivation. The interview will be held in English. Total marks for interview: 70. Minimum pass score: 50.

The content of the written test and interviews will be defined in accordance with the level and profile of the position advertised.

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<sup>5</sup> [http://berec.europa.eu/doc/berec/mc\\_10\\_24.pdf](http://berec.europa.eu/doc/berec/mc_10_24.pdf)

### **3. The reserve list and possible job offer(s)**

Following the results of the interview, the Selection Committee will draw up a shortlist of approximately seven successful applicants to the Appointing Authority. The shortlist will be in order of merit. The Appointing Authority shall approve the reserve list of successful applicants, which will be valid for up to 12 months. The reserve list may be extended at the discretion of the Appointing Authority. Inclusion on a reserve list does not imply entitlement to employment at the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

### **4. Verification of documents**

The successful applicant's application and supporting documents will be checked to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that information in an application has been knowingly falsified, the applicant will be disqualified from the selection process.

Applicants will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

### **5. Conditions of employment**

The Financial and Accounting Assistant of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at the grade of AST3 pursuant to Article 2(f) of the Conditions of employment of other servants of the European Union for a period of three years<sup>6</sup>. The Appointing Authority may renew the contract.

### **6. Approximate timetable**

The selection process may take a few months to be completed and information will not be released during this period.

### **7. Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1(d) of the Staff Regulations<sup>7</sup>.

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<sup>6</sup> For information on salaries, deductions and allowances, please consult the Staff Regulations of Officials of the European Union: OJ 45, 14.6.1962, p. 1385, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

<sup>7</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>; and [http://ec.europa.eu/civil\\_service/job/index\\_en.htm](http://ec.europa.eu/civil_service/job/index_en.htm) .

## **8. Protection of personal data**

Personal data in the area of the recruitment procedures managed by the BEREC Office are handled in accordance with the following published privacy statement:

[http://berec.europa.eu/eng/document\\_register/subject\\_matter/berec\\_office/publication\\_of\\_notices/?doc=3960](http://berec.europa.eu/eng/document_register/subject_matter/berec_office/publication_of_notices/?doc=3960)

## **9. Requests for information and appeal**

Applicants who would like further information, or who consider that they may have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the following address: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu).

Applicants may file a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union via registered mail to the following address:

BEREC Office  
Human Resources  
Z.A. Meierovica Bulv. 14, 2<sup>nd</sup> Floor  
Riga, LV-1050  
LATVIA

The time limit for initiating this type of procedure (see Staff Regulations and CEOS at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) starts from the time an applicant becomes aware of the act that allegedly prejudices his/her interests.

Applicants can make a complaint to the European Ombudsman at the following address:

European Ombudsman  
1 Avenue du President Robert Schuman 0 BP-403  
F-67001 Strasbourg Cedex  
France

APPLICATION FORM  
FOR THE ESTABLISHMENT OF A RESERVE LIST  
FOR THE POST OF **FINANCIAL AND ACCOUNTING ASSISTANT**  
AND CREATION OF A RESERVE LIST  
AT THE BEREC OFFICE

1. Surname<sup>8</sup>:

2. First name:

Title: (Mr, Ms, Dr, or other.)

3. Date of birth: dd/mm/yyyy

4. Gender                      Male                      Female

5. Address for correspondence<sup>9</sup>:

Street and No.:

Postcode:                      City/Town:

Country:

Daytime Telephone No:

Mobile No:

Private Telephone No:

Fax No:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality:

BE   BG   CY   CZ   DK   DE   EL   ES   ET   FR   HR   HU   IE   IT  
LT   LU   LV   MT   NL   AT   PL   PT   RO   FI   SE   SK   SV   UK

7. Post-secondary education attested by a diploma, or secondary education attested by a diploma giving access to post-secondary education (please specify):

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<sup>8</sup> Important: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

<sup>9</sup> Please inform us of any change of address by sending an e-mail to: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu).

8. Other studies:

9. Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:  
1 - mother tongue or thorough knowledge;  
2 - very good knowledge;  
3 - satisfactory knowledge.

BG CS DA DE EL EN ES ET FI FR GA HR HU IT LT LV MT NL PL PT RO SV SK SL

Other language(s):

10. Current employer (indicate if you are self-employed or unemployed):

|                        |  |
|------------------------|--|
| Name:                  |  |
| Address:               |  |
| Position:              |  |
| Total number of staff: |  |

11. Summarise your professional experience, as applicable (200 words max.):

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12. Summarise your European/international experience, as applicable (200 words max.):

13. Give details of any membership of, or affiliation to, organisations/bodies/clubs with a potential related interest to the work of BEREC:

14. Give details of any other information you consider relevant to your application:

15. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate this below:

16. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.
2. I further declare on my word of honour that:
  - (i) I am a national of one of the member states of the European Union and enjoy my full rights as a citizen.
  - (ii) I have fulfilled any obligations imposed on me by law concerning military service.
3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application.
4. I confirm that I am willing to undertake to act independently in the public interest and to declare any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Applicants must submit the following with this application form:

A cover letter setting out the reasons for applying.

A CV, drafted using the Europass CV format which can be found at:  
<http://www.europass.cedefop.europa.eu>