

Call for Expression of Interest
Finance and Accounting Assistant
(Contract Agents – Function Group III)
Ref. BEREC/2018/02

Applications are invited for the recruitment of a Finance and Accounting Assistant for a short term replacement.

Type of post	Contract Agent
Function group and grade	FG III
Duration of contract	Short term ¹
Place of employment	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Deadline for application	26/04/2018 at 12:00 (midday), Riga time

The BEREC Office

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.

The BEREC Office is a Body of the European Union (EU) managed by an Administrative Manager under the supervision of a Management Committee composed of the heads of the 28 EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets, as well as a European Commission representative.

¹ Contracts concluded for a short-term replacement are limited to a maximum duration linked to the maximum replacement duration caused by the single leave covered by Articles 42, 42a, 42b and Title IV “working conditions” of the Staff Regulations. Contracts concluded for a short term replacement may only be renewed for another fixed term or for an indefinite duration if the AC3a has passed a selection procedure pursuant to paragraph 1 of article 5 of Decision by the Management Committee of the Body of European Regulators for Electronic Communications (BEREC) on the general implementing provisions on the procedures governing the engagement and the use of contract staff at the BEREC Office.

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, disseminating regulatory best practice among NRAs, assisting the Chair of the BEREC Board of Regulators in the preparation of his/her work, and setting up and providing support to expert working groups.

The Staff Regulations of Officials of European Communities, the Conditions of employment of other servants of the European Communities and the rules adopted jointly by the EU 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: www.berec.europa.eu.

The post

The Finance and Accounting Assistant will be in charge of finance and accounting matters at the BEREC Office, under the supervision of the Head of Administration and Finance and the relevant Team Leader.

- Has a role in the financial circuit of the BEREC Office at an appropriate level;
- 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 on financial matter from staff members and third parties;
- has regular and frequent contacts with providers and is responsible for addressing and responding to queries as necessary;
- Assists in tenders opening and evaluation sessions;
- Drafts guidelines and other information materials and supports internal training activities on financial matter to help the staff in familiarising with financial rules and procedures;
- Ensures the maintenance of the BEREC Office financial manual / other guidelines up-to-date with the legislation in force and the disseminates information and/or best practices related to changes;
- Assists with asset management;
- Assists with the maintenance and dissemination of manuals, procedures and internal rules which support the budget execution, the year-end procedures, etc.;
- Assists with administrative and financial-related ad hoc projects as required;
- Acts as a first point of contact for DG BUDG services concerning Accounting Officer's responsibilities;
- Answers basic accounting questions raised by the BEREC Office staff, with the help of DG BUDG, when needed;
- Performs regular controls on the accounting environment to ensure the adequacy of the GL account input in the accrual based accounting system in use at the BEREC Office "ABAC Accounting";

- Assists in updating the risk analysis and aligning the revision programme to the conclusions of the risk analysis and follow-up on the implementation of eventual correcting actions;
- Reconciles the G/L accounts with the operational information;
- Prepares the annual closure file and (posting) the closure bookings of the BEREK Office (eventual corrections, cut-off, provisions, etc), which will then be analysed and validated (posted) by DG BUDG;
- Participates in the annual audits: provide information and documentation to European Court of Auditors (including independent auditors) and the EC Internal Audit Service;
- Prepares VAT reports for submission to the authorities of the host Member State; 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 BEREK Office financial control structures, systems and processes;
- Assists with the coordination of the reporting on the discharge of the budget

Other appropriate tasks as requested by the line management in the interest of the service.

Eligibility criteria

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

1. Be a national of a Member State of the European Union and enjoy full rights as a citizen²;
2. Have fulfilled any obligations imposed by applicable laws concerning military service;
3. Be physically fit to perform the duties linked to the post³;
4. Produce the appropriate character references as to suitability for the performance of the duties;

² Before appointment, successful applicants will be asked to provide a certificate issued by a competent authority attesting the absence of any criminal record.

³ Before being hired, a member of contract staff shall be medically examined by one of the institution's medical officers in order to satisfy the institution that he/she fulfils the requirements of the Conditions of employment of other servants of the European Union.

5. Languages: A thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;
6. Professional experience and studies⁴: 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 at least three years.

Selection criteria

The Finance and Accounting Assistant will be selected on the basis of the following selection criteria:

- Thorough knowledge of English as a working language;
- Very good knowledge of electronic office tools;
- Experience in financial management and accounting.

The following would be an asset:

- At least three years of professional experience in a field related to the duties;
- Previous experience within EU Agencies/Institutions;
- Experience with audits.

The following skills and competencies relevant to the post may also be tested during the interview:

- Excellent sense of responsibility and initiative;
- Very good organisational skills;
- Ability to work in a multicultural team;
- Ability to work under pressure and to meet tight deadlines.

⁴ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the Member States will be taken into consideration.

Stages in the selection procedure

The BEREC Office sets up a Selection Committee. This Committee will analyse all applications and identify a number of candidates who have the best profile with regard to the selection criteria mentioned above. These candidates will be invited for an interview with the Selection Committee.

A. Admission to the selection procedure

After the deadline for applications, the applications submitted will be checked against the eligibility criteria. Only eligible applications will be then assessed against the selection criteria.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters, together with the application forms and the CVs of eligible applicants with reference to the elements indicated in the selection criteria section. An overall assessment of the quality and suitability of each eligible application will be performed on the basis of the requirements of the posts.

C. Interview

Upon completion of the assessment of eligible applications, the Selection Committee will invite the most suitable candidates for an interview (duration: 30 minutes, main language of the interview: English). The maximum total number of candidates invited for interview will be 6.

Candidates are kindly invited to indicate in their application any special arrangements that may be required if invited to attend an interview.

The interview will aim to assess the suitability of the candidates to perform their duties, their professional knowledge, their skills and competencies relevant to the post and their motivation. The interview shall cover: an analysis of the language abilities, personal and professional competences of each applicant. The interview will be held in English. Candidates with English as their mother tongue will be tested in another official EU language to double-check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language). Maximum score for the interview: 100. Minimum pass score: 50.

The content of the questions asked during the interviews will be set in accordance with the level and profile of the position advertised.

1. Possible job offer and verification of documents and scrutiny

On the basis of the outcome of the interviews, the Selection Committee may propose the Appointing Authority to offer the job to the most suitable candidate.

The successful candidate's application will be checked against the supporting documents to confirm its accuracy and eligibility.

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

Candidates will also be disqualified if they:

- do not meet all eligibility criteria;

- do not provide all the required supporting documents.

2. Conditions of employment

The Finance and Accounting Assistant will be appointed by the Appointing Authority for a short replacement⁵ as a contract agent in function group III pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a limited period⁶ in order to cover the planned absence of a staff member. Contracts concluded for a short replacement are limited to a maximum duration linked to the maximum replacement duration caused by the single leave covered by Articles 42, 42a, 42b and Title IV “working conditions” of the Staff Regulations. The contract may only be renewed for another fixed term or for an indefinite duration if the contract agent has passed a selection procedure pursuant to paragraph 1 of article 5 of the Decision of the Management Committee MC(10)24.

Application procedure

For their applications to be valid, candidates must submit:

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format⁷;
3. The application form in the annex.

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the job and the start and end dates of employment contracts. Applicants are invited to indicate, apart from the duration of studies, the legal length of the diplomas that they hold. Applications will be rejected if the dossier is incomplete or submitted after the deadline.

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 if requested.

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

recruitment@berec.europa.eu

The reference (BEREC/2018/02 Finance and Accounting Assistant) must always be indicated in the subject line of e-mails.

Candidates are asked to report any potential change of address in writing without delay to the address above.

⁵ As defined in Article 5(3) of the Decision of the Management Committee MC(10)24.

⁶ The indicative duration of the period is 6 months. For any information about 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/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20170101&qid=1499080880584&from=EN>

A correction coefficient for Latvia is applied to salaries. The correction coefficient at the time of publication of this vacancy is 74.9%.

⁷ The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

Closing date for applications

Applications must be sent by email. The deadline is **26/04/2018 at 12:00 (midday) Riga time** (11:00 a.m. Central European Time). The Agency strongly advises candidates not to wait until the last few days before the deadline to apply, since heavy internet traffic or connection difficulties could lead to problems. It is the sole responsibility of each applicant to submit his/her completed application by the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

Approximate timetable

The selection process may take several months; information will be released at the end of each stage.

Independence and declaration of interests

The Finance and Accounting assistant will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests that may be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Other important information

Candidates are reminded that the work of the Selection Committee and the Management Committee of the BEREC Office is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody else to do so on their behalf. Any infringement of this rule will lead to disqualification from the selection procedure.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Protection of personal data

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data⁸.

Requests for information and appeal procedures

Applicants who would like further information, or consider that they have grounds for a complaint concerning a particular decision, may, at any point in the selection procedure, email a request for further information to recruitment@berec.europa.eu.

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending a request for review within 20 calendar days of the date of the email notifying the candidate of the outcome, quoting the reference of

⁸ (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 - OJ L 008, 12/01/2001, p. 0001-0022.

the selection procedure, to the Chairman of the Selection Committee at the following address:

BEREC Office

Human Resources

Z. A. Meierovica Bulv. 14, 2nd Floor

Riga, LV-1050

LATVIA

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the above address.

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act that adversely affects him/her.

Candidates can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to:

Court of Justice of the European Union

L - 2925 Luxembourg

Details of how to submit an appeal can be found on the website:

<http://curia.europa.eu/>

It is also possible to complain to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the EU and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman

1 Avenue du Président Robert Schuman

CS 30403

67001 Strasbourg Cedex

France

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the Court of Justice of the EU under Article 270 of the Treaty on the Functioning of the EU.

Please also note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Therefore, before contacting the Ombudsman, candidates must have submitted a complaint/appeal to the BEREC Office and received a negative reply from the BEREC Office.

APPLICATION FORM
FOR THE POST OF
Finance and Accounting Assistant
OF THE BEREC OFFICE

1. Surname⁹:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender: Male Female

5. Address for correspondence¹⁰:

Street, No, etc.:

Postcode: Town:

Country:

Office Telephone No:

Mobile No:

Private Telephone No:

Fax No:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality (please circle or mark):

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

⁹ 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:

¹⁰ Please inform recruitment@bereg.europa.eu of any change of address.

7. First university degree, with title, date of conferral and indication on the legal duration:
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 (300 words max.):

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

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

14. Give details of anything else you consider relevant to your application:

15. If you have a recognised disability that necessitates any special arrangements in the context of this selection procedure, please indicate 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 laws 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 make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Along with this application form, candidates must submit:

A covering letter describing the reasons for the application

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