APPLICATION FORM FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
**ACCOUNTING OFFICER** AT THE BEREC OFFICE

BEREC/2023/02

1. **Please indicate in which capacity you are applying:**
2. External [ ]
3. Inter-agency [ ]
4. Internal mobility [ ]

**2.** Surname[[1]](#footnote-1)

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**3.** Forename: Title: (e.g. Mr, Ms, Dr)

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**4.** Date of birth: **dd/mm/yyyy**

**5.** Gender: **Male Female**

**6.** Address for correspondence[[2]](#footnote-2):

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| Street, No, etc.: |  |
| Postal code:  | Town:  |
| Country: |  |
| Office Telephone N°: | Mobile N°: |
| E-mail address: Professional: |  |
| E-mail address: Personal: |  |

**7.** Nationality (please circle or mark):

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

**8. University degree:**

**9. Other studies:**

**10.** 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 | CZ | DK | DE | EL | EN | ES | EE | FI | FR | GA | HR |
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| HU | IT | LT | LV | MT | NL | PL | PT | RO | SI | SE | SK |

Other language(s):

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

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Position |  |

**Information to be used for the evaluation of the selection criteria**

1. **Essential**

**12. Summarise your professional experience, which is relevant to the post, or professional experience in a similar role in the domain of the post (800 words max); provide targeted information about your experience in relation to each of the functions, namely: Accounting Officer, Team Leader, Internal Control Coordinator:**

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1. **If you have University degree in Economic, Accounting, Finance, Public Administration or similar please indicate it here:**

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1. Elaborate on your proven leadership, in particular ability to lead a team, capacity to allocate tasks and organise work and capacity to plan and manage resources (800 words max.):

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15. Elaborate on your ability to deliver quality and results, in particular, ability to work in a proactive and autonomous way, capacity to act upon problems, eye for detail and accuracy (800 words max.):

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**B. Advantageous:**

**16. Summarise your knowledge and experience in the application of the EU Financial regulation and rules (500 words max):**

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**17. Elaborate on your knowledge and experience with the EU IT tools for finance, budget and accounting, such as ABAC Accounting, ABAC Assets, ABAC Workflow and ABAC Report and Data Warehouse (300 words max):**

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**18. Elaborate on your ability to cope with stress in relation to demanding tasks, heavy workload and tight deadlines in a rapidly evolving work environment (300 words max.)**

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**19. If you have experience in an international or multicultural environment, please describe briefly the level of your experience (100 words max.)**

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**Additional information concerning the application**

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

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

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**22.** 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 complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

5. If my name will be placed on the reserve list for this selection procedure, I give my consent that in the context of the inter-agency cooperation my name and application form can be shared with other EU Agencies which might contact me in the context of its own staff selection and recruitment procedures.

6. I understand that assuming and termination of the duties of accounting officer requires a decision by the BEREC Office Management Board and that the Management Board shall appoint an accounting officer on the grounds of his or her particular competence as evidenced by diplomas or by equivalent professional experience. Therefore, I declared my readiness to provide the administration all necessary documents evidencing my competences to assume that function, which can be shared with the members of the Management Board, their alternates and the members of the preparatory bodies of the Management Board, as per the Rules of Procedure[[3]](#footnote-3).

7. I understand that the BEREC Office has offered sharing its accounting officer function and, if the offer would be accepted, I express my readiness to assume the functions of accounting officer an another Union body. In that relation, I understand that my job description will be amended and some of the functional may be limited or dropped out.

**Date and name:**

**Signature:**

Along with this application form, candidates must submit:

* A covering letter describing the reasons and their motivation for the application
* A CV preferably drafted using the Europass CV format which can be found at:
[http://www.europass.cedefop.europa.eu](http://www.europass.cedefop.europa.eu/)
1. 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:

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 [↑](#footnote-ref-1)
2. Please inform recruitment@berec.europa.eu of any change of address. [↑](#footnote-ref-2)
3. Available on the BEREC Office website at the following link: <https://berec.europa.eu/en/document-categories/berec-office/rules-of-procedure/rules-of-procedure-of-the-management-board-of-the-berec-office-0> [↑](#footnote-ref-3)