

**Call for Expression of Interest**  
**Accounting Officer**  
**(Temporary Agent – Grade AD7)**  
**Ref. BEREC/2023/02**

<b>Type of contract:</b>	Temporary Agent 2(f)
<b>Function group and grade:</b>	AD 7
<b>Grade bracket for inter-agency mobility<sup>1</sup>:</b>	AD6 – AD7
<b>Grade bracket for internal mobility<sup>1</sup>:</b>	AD6 – AD7
<b>Duration of contract:</b>	3 years (with the possibility of extension)
<b>Maximum number of candidates to be placed on the Reserve List<sup>2</sup>:</b>	6
<b>Place of employment:</b>	Riga, Latvia
<b>Partner Directorate General:</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology
<b>Deadline for applications:</b>	<del>25/05/2023</del> <b>05/06/2023 at 12:00 (midday)<sup>3</sup>, Riga time</b>

<sup>1</sup> For all existing EU temporary staff 2(f) applicants for whom Article 55 the Conditions of Employment of Other Servants of the European Union (CEOS) is applicable.

<sup>2</sup> In the context of the inter-agency cooperation the reserve list can also be shared with other EU Agencies in case of service needs.

<sup>3</sup> Date of publication: 28 April 2023

**Applications are invited for the establishment of a reserve list for the post of Accounting Officer at the Agency for Support for BEREC.**

## **1. Agency for Support for BEREC ('BEREC Office', 'Agency')**

The BEREC Office has been 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 an Agency of the European Union (EU) managed by a Director under the supervision of a Management Board composed of the heads of the EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets and a European Commission representative.

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](http://www.berec.europa.eu).

## **2. The post**

The job holder will be responsible, among others, for the following tasks grouped in three functions:

### **2.1. Accounting Officer:**

- Properly implement payments, collect revenue and recover amounts established as being received;
- Prepare and present the accounts in accordance with the applicable legislation<sup>4</sup>;
- Keep the accounts in accordance with the legislation in force;
- Implement the accounting rules and the chart of accounts in accordance with the provisions adopted by the Commission's accounting officer;

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<sup>4</sup> Currently the applicable rules are defined in Title X of the BEREC Office Financial Regulation (ref. No MB/2019/13), available at the following link: <https://berec.europa.eu/en/document-categories/berec-office/decisions-of-the-management-board/decision-no-mb201913-of-the-management-board-of-the-berec-office-on-the-financial-regulation-applicable-to-the-berec-office>

- Lay down and validate the accounting systems and, where appropriate, validate systems laid down by the authorising officer to supply or justify accounting information;
- Treasury management<sup>5</sup>.

## 2.2. Team Leader:

- Coordinate the work of the Team in charge of finance and accounting in order to deliver the objectives, projects and programmes assigned to the Team;
- Under the supervision of the Head of Unit, distribute the work and set up the priorities of the Team in order to ensure that objectives are achieved smoothly and that the expected results are delivered on time;
- Coordinate the preparation of policy related documents, manuals, internal rules and procedures, etc. assigned to the Team and ensure the development and implementation of standardized procedures in the main area of work;
- Conduct quality management, risk management, performance measurement and continuous service improvement in relation to the work of the Team;
- Perform other administrative assignments related to the day-to-day activity of the Team members, including act as intermediate validator for the staff presences and absence, telework arrangements and ensure back-up in the event of absences of Team members.

## 2.3. Internal Control Coordinator:

- Support the Director in overseeing the development and performance of internal control, promote internal control awareness within the Agency and organize related training, if needed;
- Develop and monitor the strategy and results of controls (both financial and non-financial);
- Drive and coordinate the annual assessment of the Internal Control systems (currently defined in Internal Control Principle 16<sup>6</sup>);
- Coordinate the risk management as a regular process and ensure coherence with other risk assessments e.g. related to the updating of the Business Continuity Plan, fraud risk assessment, ICT risk assessment, etc.;
- Provide advice on the Agency's internal control rules and risk management process;

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<sup>5</sup> The BEREC Office will revise its current Service level agreement (SLA) with DG BUDG with the objective to maintain the provision of treasury management services; however, due to the fact the SLA may be terminated by DG BUDG, the jobholder should be prepared to ensure treasury management in case of need.

<sup>6</sup> See the BEREC Office Internal Control Framework available at the following link: <https://berec.europa.eu/en/document-categories/berec-office/others/berec-office-internal-control-framework>

- Participate in inter-agency or inter institutional internal control and risk management projects and process.

The above tasks and responsibilities will be conducted mainly in the English language.

The jobholder will work under the supervision of his/her line manager at the BEREC Office located in Riga, Latvia and may be assigned other duties appropriate to the grade in the interest of the service.

### 3. Eligibility criteria

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

- 3.1. Be a national of a Member State of the European Union (EU) and enjoy his or her full rights as a citizen;
- 3.2. Have fulfilled any obligations imposed by applicable laws concerning military service;
- 3.3. Be physically fit to perform the duties linked to the post<sup>7</sup>;
- 3.4. Produce the appropriate character references as to suitability for the performance of the duties<sup>8</sup>;
- 3.5. Languages: Have 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;
- 3.6. In addition to the above (points 3.1 – 3.5) eligibility criteria for **external applicants**:
  - 3.6.1. Qualifications:
    - a. Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma<sup>9</sup>; or
    - b. Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and appropriate professional experience of at least one year;
  - 3.6.2. Professional experience:
    - a. Have at least 6 years of appropriate professional experience<sup>10</sup>, by the closing date for applications.

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<sup>7</sup> Before being hired, a temporary agent shall be medically examined by one of the institution's medical officers to verify if (s)he fulfils the requirements of the Conditions of employment of other servants of the EU.

<sup>8</sup> Prior to appointment, successful candidates will be asked to provide a certificate issued by a competent authority attesting the absence of a criminal record.

<sup>9</sup> 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. In the latter case, the AACC reserves the right to request proof of such equivalence.

<sup>10</sup> Only appropriate and duly documented professional experience acquired after achieving the minimum qualification stated in point 3.6 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after

- 3.7 In addition to the above (points 3.1 – 3.5) eligibility criteria for **internal mobility**:
- a. To be a temporary agent 2(f);
  - b. To be engaged within the agency in the function group and grade belonging to the grade bracket AD6-AD7 on the closing date for applications and on the day of filling the post;
  - c. Preferably to have not less than 24 months of seniority in the post<sup>11</sup>;
  - d. To have relevant knowledge and experience for the post.
- 3.8 In addition to the above (points 3.1 – 3.5) eligibility criteria for **inter-agency mobility**:
- a. To be a temporary agent 2(f);
  - b. To be engaged within their agency in the function group and grade belonging to the grade bracket AD6-AD7 on the closing date for applications and on the day of filling the post;
  - c. To have at least two years' service within their agency before moving;
  - d. To have successfully completed probationary period provided for in Article 14 of the CEOS, in the relevant function group<sup>12</sup>.

#### **4. Selection criteria**

If the eligibility criteria set out in the section “Eligibility criteria” are met, the candidates’ application forms, CVs and motivation letters will be evaluated on the basis of the selection criteria below.

The most suitable candidates will be invited to an interview and written test.

When filling in the application form, candidates are expected to include elements that demonstrate that their profile matches the requirements below:

##### **4.1. Essential:**

- 4.1.1. Relevant professional experience of at least 6 years in duties similar to the ones described in the section 2 “The post” above;
- 4.1.2. University degree in Economic, Accounting, Finance, Public Administration or similar;

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achieving the minimum qualification stated in point 3.6 shall be taken into consideration. Internships will be taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

<sup>11</sup> A request for earlier mobility may be satisfied subject to a prior approval of the Director.

<sup>12</sup> Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition<sup>5</sup>, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

- 4.1.3. Proven leadership, in particular ability to lead a team, capacity to allocate tasks and organise work and capacity to plan and manage resources;
- 4.1.4. Delivering quality and results, in particular, ability to work in a proactive and autonomous way, capacity to act upon problems, eye for detail and accuracy;
- 4.1.5. Thorough knowledge of written and spoken English.<sup>13</sup>

#### 4.2. Advantageous:

- 4.2.1. Knowledge and experience in the application of the EU Financial regulation and rules;
- 4.2.2. 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;
- 4.2.3. Ability to cope with stress in relation to demanding tasks, heavy workload and tight deadlines in a rapidly evolving work environment;
- 4.2.4. Experience in an international or multicultural environment.

#### 4.3. Evaluation during interviewing and written test process

Candidates invited to the interview and written test will be evaluated based on their professional and personal competencies, as well as their knowledge of English as a working language and their motivation and commitment to work for the BEREC Office in Latvia.

### **5. Stages in the selection procedure**

The BEREC Office sets up a Selection Committee. This Committee will make a comparative assessment of all eligible applications, and identify a number of candidates whose profiles best match the selection criteria listed above. These candidates will be invited for a written test and an interview with the Selection Committee.

The selection procedure will be organised in accordance with the following steps:

#### 5.1. Admission to the selection procedure

After the deadline for applications, the complete applications submitted (application forms, CVs and motivation letters) will be checked against the eligibility criteria. Only eligible applications will be then assessed against the selection criteria (essential and advantageous).

#### 5.2. Assessment of eligible applications

The Selection Committee will analyse the motivation letters, together with the application

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<sup>13</sup> Level C1 or above of the Common European Framework of Reference for Languages (CEFR). As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

forms and the CVs of eligible applicants with reference to the elements indicated in the selection criteria section (essential and advantageous). In addition, the Selection Committee will assess the motivation and the overall suitability of each eligible application on the basis of the requirements of the post.

### 5.3. Interview and written test

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for a written test and an interview. The maximum total number of candidates invited to attend the interview and written test will be 12<sup>14</sup>. The practicalities about the interview and written test will be communicated in writing to the candidates invited to attend the written test and interview.

Candidates are kindly invited to indicate in their application any special arrangements that may be required, if invited to attend the written test and 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 and the 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 check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language).

The written test will be in English. It will be related to the tasks and responsibilities related to the post, and be designed to test candidates' ability to communicate in written English, and their job-related knowledge and competences.

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

The Selection Committee will propose a maximum of 6<sup>15</sup> candidates with the highest scores achieved in the interview and written test for placement on the reserve list.

### 5.4. Establishment of a reserve list

On the basis of the outcome of the interviews and written tests, the authority authorised to conclude contracts of employment may draw up a reserve list of maximum 6<sup>16</sup> candidates.

The reserve list will be valid until 31 December 2023. Its validity may be extended by the authority authorised to conclude contracts of employment. Inclusion on a reserve list does not imply any entitlement to employment in the BEREC Office. Moreover, recruitment will be subject to budget availability.

The reserve list may be used for filling in of other posts at the Agency if and when appropriate or may be shared with other EU Agencies and Bodies of the EU.

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<sup>14</sup> Where a number of candidates tie for the last available place in the list of candidates to be invited for interviews, they will all be invited.

<sup>15</sup> Where a number of candidates tie for the last available place on the reserve list, they will all be proposed.

<sup>16</sup> Where a number of candidates tie for the last available place on the reserve list, the AACC may decide to include all of them in the reserve list.

## 5.5. Other practicalities

### a) Accounting officer function

Assuming and termination of the duties of the accounting officer requires a decision by the BEREC Office Management Board. The Management Board shall appoint an accounting officer, covered by the Staff Regulations, who shall be completely independent in the performance of his or her duties. The accounting officer shall be chosen by the Management Board on the grounds of his or her particular competence as evidenced by diplomas or by equivalent professional experience.

In the event of termination of the duties of the accounting officer a trial balance shall be drawn up without delay.

The trial balance accompanied by a hand-over report shall be transmitted by the accounting officer who is terminating his or her duties. The hand-over report shall also contain the result of the trial balance and any reservations made.

The new accounting officer shall sign the trial balance in acceptance within one month from the date of its transmission.

Furthermore, all candidates should note that according to the current legislation in force two or more Union bodies may appoint the same accounting officer. The BEREC Office has declared its readiness to share its accounting officer function with other Union bodies. At the moment of the publication of this vacancy there has been no interest expressed by other Union bodies to benefit from this offer of the BEREC Office but the candidates should be ready to assume such responsibility in the future, as well. If there will be agreement with other Union bodies for sharing the BEREC Office accounting officer function, the job description of the job holder will be revisited and some of the functions listed in section 2 "The post" may be limited or removed.

### b) Applicable legislation in relation to the functions of the accounting officer and internal control coordinator

All candidates for the post are kindly requested to get familiar with the following documents, which define the legal framework for the work of the accounting officer and internal control coordinator:

- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, as amended<sup>17</sup>

*OJ L 193, 30.7.2018, p. 1–222 (BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, HR, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV)*

- [Decision No MB/2019/13 of the Management Board of the BEREC Office on the](#)

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<sup>17</sup> This act has been changed. Current consolidated version (14/12/2022) is available at the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02018R1046-20221214&qid=1682419244812>



[financial regulation applicable to the BEREC Office](#)<sup>18</sup>

- [BEREC Office Internal Control Framework](#)<sup>19</sup>.

## **6. Possible job offer(s), verification of documents and scrutiny**

If a post in the relevant grade and job field related to the current call for expression of interest becomes vacant, a job may be offered to a suitable candidate<sup>20</sup>.

The information provided in the applications of the successful candidates 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, including to substantiate the facts and statements in their applications.

## **7. Conditions of employment**

The jobholder will be appointed by the authority authorised to conclude contracts of employment as a temporary agent 2f:

- external applicant - at grade AD7<sup>21</sup> pursuant to Article 2f of the Conditions of employment of other servants of the European Communities for a period of three years;
- internal mobility – without impact on his/her current contract of employment with the agency;
- inter-agency mobility – in the same grade and step as the preceding contract without interruption of the contract concluded with the agency of “origin”. The end date of the contract concluded shall be the same as for the preceding contract.

The authority authorised to conclude contracts of employment may renew the contract according to the modalities indicated in the relevant general implementing rules valid at the BEREC Office.

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<sup>18</sup> Available on the BEREC website at the following link: [https://berec.europa.eu/en/search-documents?field\\_document\\_number=MB%2F2019%2F13&search\\_api\\_document\\_fulltext=&saa\\_field\\_media\\_file=&field\\_category\\_name=All&created\\_min=&created\\_max=&items\\_per\\_page=10](https://berec.europa.eu/en/search-documents?field_document_number=MB%2F2019%2F13&search_api_document_fulltext=&saa_field_media_file=&field_category_name=All&created_min=&created_max=&items_per_page=10)

<sup>19</sup> Available on the BEREC website at the following link: <https://berec.europa.eu/en/document-categories/berec-office/others/berec-office-internal-control-framework>

<sup>20</sup> The CVs and motivation letters of the candidates on the reserve list will be assessed towards the requirements of the vacant post. A second interview with the AACC and/or one or more delegated staff member(s) may be organised.

<sup>21</sup> Specific conditions about grading are defined on the title page of the Call for Expression of Interest. For existing EU temporary staff 2(f) from other EU bodies interested in an inter-agency mobility and internal applicants, the classification in grade and step should be established in line with Article 55 of the CEOS.

The period of engagement will not in any case exceed the lifetime of the BEREC Office.  
In relation to the appointment as accounting officer, see point 5.5 (a) above.

## 8. Application procedure

### 8.1. Applications

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 format<sup>22</sup>;
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 not be assessed 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, when requested.

Applications, preferably in English, should be sent only by e-mail to: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu).

The reference (BEREC/2023/02 Accounting Officer) 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.

### 8.2. Closing date for applications

Applications must be sent by email. The deadline is ~~25/05/2023~~ **05/06/2023 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. 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.

### 8.3. Approximate timetable

The selection process may take several months. Information to the candidates will be released at the end of each stage as listed in section 5 above.

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<sup>22</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

## **9. Independence and declaration of interests**

The Accounting Officer may 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.

## **10. Other important information**

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

## **11. Equal opportunities**

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

## **12. Protection of personal data**

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>23</sup>.

## **13. 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](mailto: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 the selection procedure, to the Chairperson of the Selection Committee at the following address:

BEREC Office  
Human Resources  
Z. A. Meierovica Bulv. 14  
Riga, LV-1050  
LATVIA

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<sup>23</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, Text with EEA relevance, OJ L 295, 21.11.2018, p. 39–98

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

**BEREC/2023/02**

**1. Please indicate in which capacity you are applying:**

- a. External
- b. Inter-agency
- c. Internal mobility

**2. Surname<sup>24</sup>**

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

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

**5. Gender: Male Female**

**6. Address for correspondence<sup>25</sup>:**

Street, No, etc.:	
Postal code:	Town:
Country:	
Office Telephone N°:	Mobile N°:

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<sup>24</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>25</sup> Please inform [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu) of any change of address.

E-mail address: Professional:	
E-mail address: Personal:	

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

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
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**

**A. 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:**

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

**14. 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.):**



**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.):**





**B. Advantageous:**

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

- 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):**

**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.)**

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

**Additional information concerning the application**

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

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

**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<sup>26</sup>.

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 in 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>

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<sup>26</sup> Available on the BEREC Office website at the following link: <https://bereg.europa.eu/en/document-categories/bereg-office/rules-of-procedure/rules-of-procedure-of-the-management-board-of-the-bereg-office-0>