

## VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	<b>Senior Administrator in the Area of Finance (M/F)</b>
Function group/grade	AD 9
Type of contract	Temporary Agent
Reference	VEXT/18/306/AD 9/FD
Deadline for applications	<b>26/02/2018 24:00 Alicante time (CET)</b>
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2018
Number of candidates on RL	3

The European Union Intellectual Property Office (EUIPO) is organizing a selection procedure in order to constitute a reserve list from which to fill a vacant post of **Senior Administrator in the Area of Finance (M/F) assigned to the EUIPO Finance Department (FD)**.

### 1. BACKGROUND

**The Finance Department** is responsible for all activities and operations related to Finance: budgeting and expenditure control, management of the Office's financial framework, general accounting, fees management, verification, procurement and vendor management activities and operations.

The FD, managed by a Director of department, comprises the following two Services, each managed by a Head of Service:

- The Financial Framework, Fees, Accounts and Treasury Service: responsible in particular for the preparation of the annual accounts of the Office, as well as the management of the treasury, the general accountancy, the Office's financial framework, the validation of financial systems and of activities related to the fees of the Office.
- The Procurement and Vendor Management Service: responsible in particular for the forecast, management and execution of all procurement activities, managing vendors and contracts and for preparing the economic files related to these contracts.

The teams dealing with the verification of financial transactions and with budgeting and expenditure control are directly assigned to the Director of the department.

Financial activities at EUIPO are performed within the legal framework of mainly the **Office's Financial Regulation and the Rules for its implementation** (substantially similar to the EU Financial Regulation and its rules of application) and of the **appropriate provisions of the EUTM Regulation and its implementing provisions**.

## 2. DUTIES

Under the direct responsibility of the Director of Finance, the selected candidate will be expected to carry out the following tasks:

- Support the Director in guiding and coordinating the Office's activities and operations related to the area of finance, in particular the Office's financial framework, budget, accounting, procurement, verification, audit, vendor and contract management;
- Identify service priorities and ensure effectiveness and continuous improvement of quality of financial services delivered;
- Identify areas for improvement, propose and implement actions for development, streamlining and implementation of the Office's financial rules, regulations and procedures;
- Provide specialist advice and expertise on possible new policies and procedures to increase efficiency and effectiveness of the finance services provided to the stakeholders;
- Advise financial actors, stakeholders and management on best practices, processes compliance, technical, administrative, financial and budgetary requirements, constraints, duties and responsibilities of the Office;
- Recommend solutions to user needs while ensuring compliance with the regulations applicable to the Office such as, the EUIPO's financial regulation and the implementation regulations of the financial regulation, Staff Regulations, the EUTM regulation etc.;
- Contribute to projects in the field of finance under the EUIPO Strategic Plan 2020 (SP2020), monitor the projects' effectiveness and alignment with the goals of the SP2020, guide programme development and propose corrective actions;
- Propose solutions to improve the level of quality of the internal control systems applicable;
- Contribute to long term financial forecasts, budget planning, preparation and follow up, development and implementation of budget related tasks;
- Communicate and report conclusions and findings to the Director of Finance and EUIPO management through presentations and executive reports;
- Organize and lead quality control programmes to ensure consistency in service delivery;
- Assist the Director of the Finance Department in his duties and in the preparation of his participation in the EUIPO's governing bodies and networks meetings

### **Duties Applicable to all staff:**

- Actively work towards the achievement of the goals of the EUIPO in accordance with the Strategic Plan;
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

## 3. ELIGIBILITY CRITERIA

To be admissible for this selection, candidates **must** fulfill **all** the following conditions by the deadline for submission of applications:

### **General conditions<sup>1</sup>**

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;

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<sup>1</sup> See Article 12 of the Conditions of Employment of Other Servants of the European Union.

- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties.

### **Education**

- Have a level of education which corresponds to **completed University studies** attested by a diploma when the normal period of university education is **four years or more**,

OR

- Have a level of education which corresponds to completed University studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

### **Professional experience/knowledge<sup>2</sup>**

- Have a minimum of 12 years of full-time relevant professional experience of which at least 5 years acquired in the field of economics, accounting, audit or finance at the level of some of the duties described under point 2;

### **Language skills**

- Have a thorough knowledge of **English (minimum level C1)**: Language 1;
- Have a good knowledge of **another language of the EU (minimum level B2)**: Language 2.

The levels indicated correspond to the Common European Framework of Reference for Languages.

### **Computer skills**

Advanced computer literacy is compulsory. Candidates must have extensive professional experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook), databases and Internet research.

## **4. SELECTION CRITERIA**

In order to select the best qualified candidates for interview and possible test phase, the Office will consider the following:

- Diploma in Economics, Audit, Finance, Accounting, Business Administration or related fields;
- Professional experience in a public institution, national central bank or international institution with a legal, administrative, financial and budgetary environment similar to that in which the European Union (EU) institutions and agencies operate;
- Excellent knowledge of the legal, administrative, financial and budgetary framework applicable to EU institutions and agencies, in particular the EU Staff Regulation, EU General Financial Regulation and EU Framework Financial Regulation as well as the EUIPO's financial regulation and its implementation regulations, EUTM regulation, etc.;

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<sup>2</sup> Professional experience is counted from the date of obtaining the relevant diploma giving access to the function group. In case of having a three-year University education, the minimum number of years of professional experience required is 13 years.

- Demonstrated experience in designing, administering or implementing measures and policies in the area of finance;
- Demonstrated experience in reviewing and controlling budget establishment, execution and annual accounts and related tasks;
- Knowledge and understanding of off-the-shelf or tailored IT systems for general accountancy and/or budget planning & monitoring and/or financial transactions management;
- Demonstrated experience in coordinating a team;
- Knowledge of quality management and internal controls systems, standards and policies and experience in assessing their effectiveness and efficiency;
- Good knowledge of another official language of the Office (**Spanish, German, French or Italian at minimum level B2**) different from Language 1 and 2 (minimum level B2).

In addition to the above criteria, candidates invited to the interview and test phase will also be assessed against the following requirements:

### **Competencies**

In particular:

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **Quality and Results:** take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances;
- **Leadership:** lead and manage people and teams to achieve results; delegate work in own team appropriately and provide clear directions; inspire enthusiasm and a positive attitude in people about their work and their contribution to EUIPO's success.

## **5. INTERVIEWS AND TESTS**

### **Pre-selection**

Admissible candidates whose applications rank among the best qualified in accordance with the selection criteria detailed under point 4, may be contacted in order to verify their language skills (in particular, spoken production in English and another official language of the Office), as well as to prove their professional experience and/or other skills, knowledge and competencies. This pre-selection contact does not entitle candidates to be invited for interview: it is a step in selecting the most suitable candidates to be invited for interview.

### **Interview**

Interviews will take place in Alicante and will be carried out in English. Other relevant languages as declared in the candidate's application/CV may be assessed in accordance with the levels indicated in this vacancy notice.

The interview will test the candidate's knowledge of matters relating to the duties to be performed (technical knowledge and behavioural competencies), activities of the Office, knowledge of the EU, suitability to perform the tasks to be accomplished and suitability to work in an international environment.

### **Test(s)**

One or several tests will complete the assessment of one or several of the above aspects. Candidates called for the interview and test phase will receive detailed information with the invitation.

## **6. GENERAL INFORMATION**

For general information on selection and recruitment procedures at the EUIPO, please refer to the following [link](#).

## **7. HOW TO APPLY**

To apply please click on this [link](#).

All the documents included as links or made reference to within the context of this notice are considered to be part of the present vacancy notice.

### **Important:**

**Candidates should note that the information provided in their application/CV/profile constitutes a basis for appreciation of the eligibility and selection criteria. Therefore, they are invited to read carefully the requirements and to provide the relevant information in such detail that it allows this appreciation. Particular attention should be paid to information on their education and professional experience, in particular exact dates, description of responsibilities, duties performed and tools used.**

*\*If there are discrepancies between the different linguistic versions, the English one should be taken as the correct version*