

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Finance Assistant (M/F)
Function group/grade	AST 3
Type of contract	Temporary Agent
Reference	VEXT/17/238/AST 3/FD
Deadline for applications	03/10/2017 24:00 Alicante time (CET)
Place of employment	Alicante, SPAIN
Reserve list (RL) valid until	31/12/2018
Number of candidates on RL	12

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(s) of **Finance Assistant** assigned to the **Finance Department (FD)**.

1. BACKGROUND

The Finance Department (FD) is in charge of all activities and operations related to Finance, Budget & Controlling, Accounting & Treasury, Financial Framework, Vendor Management and Economic Files, Verification, Procurement and Fees.

The FD comprises the following three Services, each one managed by a Head of Service:

- The Financial Framework, Accounts & Treasury Service is in charge of the elaboration of the Annual Accounts of the Office, treasury management as well as the management of the general accountancy and validation of systems and is responsible for horizontal issues relating to the Office's financial framework, including the implementation of the Office's Financial Regulation and Implementing Rules.
- Vendor Management and Economic Files: responsible in particular for managing vendors and contracts and for preparing the economic files related to these contracts.
- Procurement and Fees: responsible in particular for the forecasting, management and execution of all procurement activities and for the management of activities related to the fees of the Office.

In addition the FD comprises two teams, directly assigned to the department director, dealing with the preparation and execution controlling & monitoring of the Office's budget and with the ex-ante and, in the future, ex-post verification of financial transactions.

Financial activities in 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 or of any of the Heads of Service, the Finance Assistant will be expected to carry out some of the following tasks:

- Provide guidance to the Authorising Services of the Office on financial matters;
- Assist the Budget & Controlling team
 - Participate in the elaboration of the Office's budget planning, follow up (controlling and monitoring) of its execution and reporting;
- Assist the Accounting and Treasury Team
 - Tasks related to handling of third party files, invoices, payment orders and recovery orders not related to fees
 - Tasks related to incoming fee payments, banks and treasury management
 - Tasks related to general accountancy (inventory management, year-end closure, accounting plan, procedures);
- Assist the Economic Files and Vendor Management Service
 - Prepare and review required forms and documentation and ensure quality in responses to clients' or vendors' queries in order to support the consistent and responsive delivery of financial services
 - Oversee and measure the fulfilment of contractual obligations; use key performance indicators (KPIs) to monitor and challenge vendor performance and identify opportunities for continuous improvement
 - Prepare and handle financial files (budget and legal commitments, good receptions and invoices)
 - Assist with managing outsourced service contracts, including planning, finance, quality and execution follow-up of the contract;
- Assist the Fees team
 - Validation of incoming payments and handling of reimbursements to users;
- Assist the Financial Framework Advisory & Coordination Team
 - Assist in the coordination of the implementation of the Office's Financial Regulation roadmap
 - Assist in the coordination & follow-up within the FD Consultations Group which deals with consultations from internal stakeholders, and of KC Finance
 - Assist in the organisation and follow-up of visits of the European Court of Auditors;
- Assist the Verification Team
 - Verify ex-ante (and, in the future, ex-post) financial transactions in compliance with the Financial Regulation
 - Ex-ante verification of all transactions carried out within the Office in the execution of the budget and related to EU-funded projects (commitments, payments, recovery orders, grant agreements, etc.). This task is based on specific requirements set by the Financial Regulation, PRAG and PAGODA
 - Management of the authorizations and delegations necessary to operate the budgetary execution of EU-funded projects;
- Assist the Procurement Team
 - Participate in the elaboration of the procurement planning
 - Prepare and review forms, work instructions and documentation

- Administrative tasks related to procurement procedures, including at term the management of a complete procurement procedure;
- Actively participate in the AFO network meetings and provide general assistance to the Authorising Officers and other financial actors in the Department on finance matters.

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 conditions¹

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- 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 **post-secondary education** attested by a diploma,
- OR
- Have a level of **secondary education** attested by a diploma giving access to post-secondary education, **and** appropriate **professional experience of at least three years**.

Professional experience²

- Have a minimum of **3 years of full-time relevant professional experience** in relation with and at the level of the tasks described under “Duties”.

Language skills

- Have a **thorough knowledge** of **English** (minimum level **C1**) – Language 1;
- Have a **good knowledge** of **one of the official languages of the EU** (minimum level **B2**) – Language 2³;

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

¹ See Article 12 of the Conditions of Employment of Other Servants of the European Union

² Professional experience is counted from the date of obtaining the relevant diploma giving access to the function group. In case of having a secondary education, the minimum number of years of professional experience required is 6.

³ This language needs to be different from Language 1.

Computer skills

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

4. SELECTION CRITERIA

In order to select the best qualified candidates for the interview and test phase and the successful candidates to be placed on the reserve list following the results obtained in the interview and test phase, the Office will use the following criteria:

- Knowledge of and professional experience at assistant level in at least one of the following areas (experience in more areas will be an advantage):
 - ✓ Finance and Treasury management;
 - ✓ Relevant legal framework (EUIPO's or EU Financial Regulation and rules for its implementation, appropriate provisions of the EUTM Regulation and its implementing provisions and, at a lesser extent, the Staff Regulations);
 - ✓ SAP (modules Material Management, Budget Planning and Consolidation and Accounting) at user level or/and CPS (Common Payment System);
 - ✓ Budget management;
 - ✓ Public procurement;
 - ✓ Purchasing;
 - ✓ Contract management;
 - ✓ Ex-ante and ex-post verification of financial transactions;
- Good knowledge of an additional language of the Office (German, French, Spanish or Italian) different from Language 2 (minimum level B2);
- High spreadsheets literacy level and numerical skills.

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.

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), 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, given the nature of the job, 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 behavioral 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*