



VACANCY NOTICE

INTER-INSTITUTIONAL PUBLICATION

Contract Agents FGIII - "Financial Officer"

(Ref. REA/INTER-CA/2022/FGIII/FO/03)

The European Research Executive Agency (REA)

I. SCOPE

The European Research Executive Agency (REA) is currently looking for new collaborators as "Financial Officers – FGIII" in view of filling in vacant posts for this profile in several units.

The Financials Officers are expected to:

- Prepare and negotiate financial aspects of grant agreements, contracts and tenders on the basis of model contracts and regulatory provisions;
- Verify the financial capacity of potential contractors / beneficiaries;
- Support with the preparation of financial files, initiate financial transactions in conformity with the Financial Regulations and its Implementing Rules;
- Ensure a sound management and follow-up of projects / contracts during their lifecycle;
- Provide advice, support and training;
- Perform administrative tasks in line with the requirements of the post.

II. GENERAL CONTEXT

The REA is a multicultural and dynamic body set up by the European Commission in 2007, originally for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities. In 2021, the Commission again extended the REA's mandate, until 2027, delegating to it additional actions of H2020 and Horizon Europe¹.

Under Horizon Europe, the REA manages:

- Seven sub-programmes of Horizon Europe, the EU's key funding programme for research and innovation with a budget of €95.5 billion:
 - Marie Skłodowska-Curie actions
 - Research Infrastructures
 - Culture, Creativity, Inclusive Society
 - Civil Security for Society
 - Food, Bioeconomy, Natural Resources, Agriculture, Environment
 - Widening participation, spreading excellence
 - Reforming & enhancing European R&I
- The Research Fund for Coal and Steel programme, to support clean steel production and a just transition for coal regions;

¹ COMMISSION IMPLEMENTING DECISION (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU published on 15 February 2021.

- The Promotion of EU agri-food products.

In addition, the REA manages the ongoing projects from its Seventh Framework Programme (FP7) and H2020 mandates and it provides logistical and administrative support to all services managing Horizon Europe.

From 2021 to 2027, the REA will invest more than €22.7 billion in high-quality research, innovation and beyond. The REA staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

The REA works closely with the services of the European Commission, in particular with DG Research & Innovation as the REA's lead parent DG. The REA is also supervised by a Steering Committee composed of representatives of the parent DGs.

Further information on the REA may be obtained at [European Research Executive Agency \(europa.eu\)](https://european-research-executive-agency.europa.eu).

III. PROFILE AND DUTIES

As part of a team and under the supervision of a Head of Sector, the successful candidates will be asked to perform tasks and duties related to budget, finance, contracts, accounting, audit, control, inspection, operational and administrative support, which include:

➤ Financial implementation

- Support the project officer in the preparation of the grant agreement / procurement contract or amendment with the selected beneficiary / contractor by verifying its financial aspects, legal entities validation, financial viability and recovery orders offsetting;
- Prepare, create and initiate commitments, (advance) payments, de-commitments, forecast of revenues and recovery orders using the appropriate systems (ARES, ABAC, SYGMA, COMPASS, E-tendering, etc.);
- Act as financial agent to ensure that the relevant financial transactions (commitments, invoices and payments, recovery orders, forecast of revenue, de-commitments or guarantee fund interventions, as relevant) are financially correct, in conformity with the grant agreement / contract, regulations, including documentation, data and figures;
- Monitor project expenditure as reported in financial statements / reports and provide reasonable assurance that claimed costs are in compliance with the contractual requirements;
- Participate in the accounting quality checks and contribute to the preparation of the "cut off" procedure;
- Contribute to the collection of the necessary information for audit and control by the REA, Commission services or the European Court of Auditors;
- Ensure the implementation of audit findings and assist with the analysis of financial aspects of control and audit reports by Commission services, the European Court of Auditors and Member States;
- Provide advice and handle correspondence with beneficiaries / contractors on financial and administrative issues.

➤ Financial verification

- Verify and provide assurance to the Authorising Officer by Sub-delegation (AOSD) that the relevant financial transactions (commitments, invoices and payments, recovery orders, forecast of revenue, de-commitments or guarantee fund interventions) are financially and procedurally correct, in conformity with the regulations, including documentation, data and figures;
- Supervise the respect of the Financial Regulations and the compliance with the applicable rules in the operations;
- Provide advice and technical support to operational units on grant and contract financial and administrative management;
- Support programme and project officers in monitoring processes. Give a visa of the "financial initiation" and "financial verification";

- Ensure prioritisation of tasks based on business needs and legal deadlines.

➤ **Administration, information and document management, financial analysis and reporting**

- Regularly review legal instruments and methodology in the financial domain. Prepare and keep up-to-date the financial procedures. Support managers, project officers and colleagues in the unit / service in the interpretation and implementation of administrative rules and procedures and contribute to their simplification. Ensure collaboration with colleagues and services in order to ensure homogeneous and compatible procedures, norms and methods to process and access financial information are implemented across the Agency;
- Encode relevant financial evaluation data;
- Provide ‘on the spot’ training;
- Analyse and provide advice on Financial Viability checks;
- Extract and provide information, data or statistics on financial / contractual aspects of the contracts of the Agency / Directorate / Unit. Assist with the production of financial and budgetary reports;
- Contribute to reports or reply to / advise on information requests from the hierarchy and other services, Project Coordinators, Member State authorities and the general public on budget and finance matters;
- Oversee all original contracts and the corresponding database and ensure quality and coherence of financial and contractual data in / between different databases (e.g. internal follow-up systems);
- Maintain an archive of signed contracts and advance payments.

IV. ELIGIBILITY CRITERIA

The eligibility of candidates will be assessed in terms of compliance with the eligibility criteria described below. Only complete applications registered before the deadline will be considered.

On the closing date of application candidates must:

- Be in the same Function Group as the one of the published post - FGIII;
- Have served for at least three years as contract agent 3(a) or 3(b)²;
- Have successfully passed an EPSO CAST selection for that same Function Group, including the competency test.

The REA contract agents in the same Function Group as the one of the published post will not be considered in the frame of the Inter-institutional selection procedure.

V. SELECTION CRITERIA

Candidates who meet the eligibility criteria will have their application assessed by the Selection Committee against the following selection criteria:

A. Essential qualifications and experience

- 3 years of professional experience in the financial aspects of grant management;
- Very good knowledge of the Financial Regulations applicable to the General Budget of the European Union;
- Very good command of English, both spoken and written, equivalent to [level C1](#) or a higher level.

B. Advantageous qualifications and experience

- Experience in H2020, Horizon Europe or similar research funding or other multiannual financing programmes;
- Experience with administrative tools such as eGrants portal (SyGMa / Compass), ABAC, ARES, E-tendering, etc. as well as related processes;
- A Master’s degree, professional training or additional professional experience in the field of finance.

² The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

C. Job-related competences

- Self-motivated – open and positive attitude;
- Capacity to deliver under pressure in demanding situations and ability to handle several simultaneous tasks in parallel;
- Teamwork;
- Communication and negotiation skills;
- High sense of discretion and confidentiality;
- Adaptation to change and flexibility;
- Accuracy;
- Problem solving;
- Drafting skills.

VI. APPLICATION PROCEDURE

For applications to be valid, candidates must submit before the closing date for the submission of the applications:

- the application form correctly and completely filled in and signed in PDF format (Annex I to this document);
- a detailed curriculum vitae of max 4 pages, in EU CV format³.

All documents must be named starting with the family name of the candidate.

Applications must only be sent by e-mail to the functional mailbox REA-HR-APPLICATIONS@ec.europa.eu quoting the reference of the vacancy notice: [REA/INTER-CA/2022/FGIII/FO/03](#). Candidates are invited to apply in English.

The REA will contact only candidates shortlisted for an interview. The status of the selection procedure can be found on the [REA website](#) and the [REA Intranet](#).

The REA will set up a reserve list. The most suitable candidates may be contacted with regard to a potential recruitment and may receive an offer.

If, at any stage in the procedure it is established that any of the information provided by a candidate is incorrect, the candidate will be disqualified.

The closing date for the submission of the applications is the 27th of May 2022 (midnight, CET).

VII. SELECTION PROCEDURE

Eligible applications will be screened against the selection criteria mentioned in the vacancy notice by the Selection Committee. Candidates who, based on the information provided in their application, best match the job requirements, will be pre-selected by the Selection Committee to take part in the interview.

A maximum of **30 candidates** will be pre-selected to take part in the interviews.

According to the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been [adopted by analogy](#) by the REA, 3b candidates can be considered if the selection for CA 3a is unsuccessful.

³ EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

During the interview, the candidates will be assessed on the basis of the job requirements as described under section "Profile and Duties" and the selection criteria. In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English. English is the vehicular language for the performance of the duties of a Financial Officer in dealing with financial procedures and documents (reports, grant agreements and financial statements) provided by consortia / beneficiaries. In addition, English is generally considered lingua franca of the scientific community which is the REA's primary stakeholder. All formal and informal communication, such as writing reports, answering information requests and holding discussions is in English.

At the end of the selection process, the Selection Committee will propose to the Authority Empowered to Conclude Contracts of the REA a reserve list of a maximum of **10 candidates** who obtained the highest scores. The reserve list will be valid for one year and its validity may be extended by decision of the Authority Empowered to Conclude Contracts of the REA.

VIII. EQUAL OPPORTUNITIES

The European Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, gender identity, race, color, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

IX. CONDITIONS OF EMPLOYMENT

The successful candidates will be recruited according to paragraphs 4 and 5 of Article 14 of the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been [adopted by analogy](#) by the REA.

The successful candidates shall take up duty in the recruiting Agency in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

X. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at the REA. The personal information requested from candidates will be processed in line with Regulation (EC) 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. In this regard, please see the [Data Protection Notice](#), which explains how the Agency processes personal data in relation to recruitment and selections.