



CALL FOR EXPRESSION OF INTEREST
TEMPORARY AGENTS 2(f) – AD6
“FINANCIAL ADMINISTRATOR - Financial Validation Task Coordinator”
REA/2021/TA/FIN/D4/AD6/01

I. SCOPE

The purpose of this call for expression of interest is to draw up a reserve list of maximum 10 Temporary Agents 2(f) AD6 with a profile of “Financial Administrator - Financial Validation Task Coordinator” to fill in vacant posts in the European Research Executive Agency (REA) and mainly in its Unit D.4 “Central Validation Service”.

JOB TITLE: Financial Administrator – Financial Validation Task Coordinator

GRADE: AD6

LOCATION: BRUSSELS

NUMBER OF SUCCESSFUL CANDIDATES SOUGHT : maximum 10

Deadline for registration: 12 December 2021 at 12.00 (midnight), CET

This call for expression of interest and its annex forms the legally binding framework for this selection procedure.

II. GENERAL CONTEXT

REA is a multicultural and dynamic body, originally set up by the Commission in 2007.

The Commission has again renewed and extended REA's mandate for the new Multiannual Financial Framework (2021-2027) for the Horizon Europe Framework Programme. REA remains focused on research activities with the Horizon Europe programme at the heart of its portfolio.

REA staff select for funding the best research projects presented by project proposers, then monitor the projects, pay beneficiaries for the work they have performed, and ensure that results are disseminated and, where possible, used and that the results are fed back to policy makers.

Staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

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

The mission of the Central Validation Service is to effectively implement a part of the Single Electronic Data Interchange Area (SEDIA) and provide timely and high quality validation services to more than 60 clients (Directorates-General, Agencies and Joint Undertakings). This support includes legal validation of the participants and preparation of the financial capacity assessment of participants in EU grant and procurement procedures under direct management. The REA delegation act within the new Multiannual Financial Framework enlarged the mission of the Unit with new services such as the validation of participants' middle capitalisation status and the assessment of possible third countries' control on participants, when foreseen in the basic acts of Horizon Europe, Digital Europe, EDIDP and EU Defence Fund.

The Unit is composed of four sectors: Legal Validation, Financial Validation, Legal and Financial Verification, and Validation planning, Enquiry service and Process support. The published post is for a Task Coordinator in REA.D4.002 Financial Validation.

You can find further information on REA at <http://ec.europa.eu/research/rea/index.cfm>

III. PROFILE AND DUTIES

The successful candidate will be responsible for the following tasks within the REA.D4 Central Validation Unit:

- Supporting the Head of Sector in delivering the expected results as defined in the annual work program of the Unit;
- Ensuring the preparation, the update and the uniform application of the internal procedures with regard to the financial validation of participants in the context of EU grants, prizes and procurement procedures under direct and first level on indirect management;
- Drafting of procedures, validation rules and guidance (for external stakeholders and for the EU services), memoranda of understanding and service level agreements in the context of the financial validation, SME and middle-capitalization statuses assessment of entities participating in EU funding and tenders under the Single Electronic Data Interchange Area (SEDIA) framework;
- Providing financial advice and support in the context of the financial capacity assessment of entities participating in EU funding and tender procedures within the Single Electronic Data Interchange Area (SEDIA) framework;
- Providing advice and support for the assessment of the SME and middle capitalisation companies' status of participants in EU funding and tender procedures, in conformity with Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises;
- Providing advice and support for the assessment of possible third country or third country entities' control on participants in selected EU funding programmes, as specified in the Agency's Delegation Act;
- Contributing to the definition and the regular follow up of IT developments needed to support the validation processes handled in the sector;
- Supporting the Head of Sector to ensure the correct, timely and continuous implementation of the working arrangements with all clients in the context of SEDIA as well as an efficient communication with internal and external stakeholders;
- Liaising and interacting with other task coordinators of the unit to ensure the proper and consistent implementation of rules and internal procedures;
- Regularly review legal instruments and methodology in the financial domain.

Given the nature of these tasks, requiring proven knowledge/experience in financial analysis (see selection criteria below), the reserve list may also be used for vacancies in other REA units, where positions to be filled require similar advanced skills on financial analysis and financial management.

IV. ELIGIBILITY CRITERIA

The eligibility of candidates will be assessed in terms of compliance with general and specific conditions described under the Part A and B below. Only complete applications registered before the deadline will be considered. In order to be considered eligible, candidates must fulfil the following conditions:

A. General Conditions

On the **12 December 2021** candidates must meet the general conditions for recruitment set out in Article 82(3) of the CEOS applicable to members of the contract staff.¹

B. Specific Conditions

On the closing date of this call for expression of interest, candidates must comply with the following:

1. Education and professional experience

Have a level of education² corresponding to **at least three (3) years** completed university studies attested by a diploma, followed by **at least three (3) years** of professional experience.

2. Knowledge of languages

Have knowledge of at least two official EU languages: one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

¹ Pursuant to these conditions, candidates must:

- a) Be a national of one of the Member States of the Union, unless an exception is authorised by the Appointing Authority, and enjoy full rights as a citizen;
- b) Have fulfilled any obligations imposed by the laws concerning military service;
- c) Meet the character requirements for the duties involved;
- d) Be physically fit to perform the duties involved; and
- e) Produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

² Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available in the EPSO website https://epso.europa.eu/documents/2392_en

V. SELECTION CRITERIA

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

A. Essential

- Have at least three years of professional experience in any of the following areas:
 - ✓ Financial or credit analysis;
 - ✓ Accounting, covering all main areas (general ledger, accounts payables/receivables, fixed assets, etc.);
 - ✓ Preparation of financial statements of various types of legal entities;
 - ✓ Audit, cost controlling or tax accounting.
- Have an excellent knowledge of English (spoken and written skills equivalent to level C1 or higher level for working purposes³);
- Have proven experience in the provision of financial analysis of various types of legal entities such as SMEs and middle capitalisation companies;
- Have knowledge in assessment of ownership and control of legal entities;
- Have proven experience in designing / writing / implementing business requirements for IT workflows;
- Have proven experience as a task coordinator of middle-sized (at least 5 persons) team or proven experience in reporting and coordinating activities for at least 1 (one) year.

B. Advantageous

- Master degree in accounting / finance / economics or other relevant field to tasks described under section “Profile and Duties”;
- Good understanding of the scope of the tasks of Central Validation Service;
- Have proven experience in working with the Financial Regulation framework of the EU;
- Knowledge of EU personal data protection rules.

VI. JOB-RELATED COMPETENCIES

The following job-related competencies might be assessed during the interview or in the written test:

- Accuracy;
- Working under pressure in demanding situations and ability to handle several simultaneous tasks in parallel;
- Team player;
- Diplomacy;
- Assertiveness;
- Problem solving;
- Effective decision-making.

³ The language for this selection procedure has been defined in line with the interests of the service, which require newly recruited Temporary Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that new recruits need to be able to assume their duties immediately without receiving additional language training, the new Temporary Agents must be able to communicate with the already operating staff in REA and services in the Commission in the most commonly working language used within REA.

VII. APPLICATION PROCEDURE

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

- the eligibility grid filled in and signed (as per the attached template - [Annex I](#));
- a detailed curriculum vitae, in [EU CV format](#) clearly indicating the type of work experience which is related to the profile of the post;
- a motivation letter clearly indicating the relevance of your work experience which is related to the profile of the post (1 page maximum).;
- the Talent Screener form duly completed⁴ ([Annex II](#)).

All documents mentioned above must be submitted and should 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 call for expression of interest. Candidates are invited to apply in English.

The status of the selection procedure can be found on [REA website](#).

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

The closing date for the submission of the applications is 12 December 2021 (Midnight) Brussels

VIII. SELECTION PROCEDURE

The HR Selection Team will analyse the eligibility of the candidates based on the information provided in the “eligibility grid”.

Eligible applications will be screened against the selection criteria mentioned in the call for expression of interest by the Selection Committee. Candidates who, based on the information provided in their CV, motivation letter and the Talent Screener form (Annex II), best match the job requirements will be pre-selected by the Selection Committee to take part to the **written test and the interview**. A maximum of **30 candidates** will be pre-selected to take part to the written test and the interview.

During the written test and 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 both the written test and the interview will be **English**.

In the end of the selection process, the Selection Committee will propose to the REA’s Authority Authorised to Conclude Contracts a reserve list of **maximum 10 candidates** who obtained the highest marks following the written test and the interview. The reserve list will be valid for one year and may be used for similar positions in the Agency. The validity of the reserve list may be extended by decision of the Authority Empowered to Conclude Contracts of REA.

⁴ the Talent Screener is subject to a comparative assessment by the Selection Committee. It is used as a reference document by the Committee during the field-related interview.

IX. EQUAL OPPORTUNITIES

The European Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, 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.

X. CONDITIONS OF EMPLOYMENT

The successful candidates may be offered a temporary agent contract grade AD6, pursuant to Article 2(f) of the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#) and according to the [general implementing provisions governing the engagement and the use of temporary staff at the REA](#).

The initial duration of the contract will be for two years and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Agency's lifetime. Temporary staff 2(f) have to serve a probationary period of six months.

The monthly salary for a Temporary Agent 2(f) grade AD6 consists of a **basic salary of 5.563,58€ (if classified in step 1) - 5.797,38€ (if classified in step 2)**. The basic salary is supplemented with various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of temporary staff 2(f) are subject to a European Union tax deducted at source. Temporary staff 2(f) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency has its activities.

XI. APPEAL PROCEDURES

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

- **Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR).**

Candidates may submit a complaint on the basis of Article 90(2) of the SR, which is to be sent as a single copy using one of the following methods:

By post to:

REA Director – Mr Marc TACHELET
Reference: **REA/2021/TA/FIN/D4/AD6/01**
COV2 – 08/052
Place Rogier 16
1049 Brussels
Belgium

Or by email to: REA-HR-APPLICATIONS@ec.europa.eu

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complaint.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at: <https://curia.europa.eu/jcms/>

- **Complaint to the European Ombudsman**

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Arrangements for complaints to the Ombudsman are as follows:

- **Procedure:** please consult the website of the European Ombudsman

(<http://www.ombudsman.europa.eu/>)

XII. 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.

ANNEX I - ELIGIBILITY GRID

REA/2021/TA/FIN/D4/AD6/01

Surname:

First name:

Nationality:

Gender: F M Prefer not to say

Date of birth:

Please specify:

ELIGIBILITY CRITERIA		
A. General Conditions		
	YES	NO
• Be national of a Member State of the European Union	<input type="checkbox"/>	<input type="checkbox"/>
• Enjoy full rights as a citizen	<input type="checkbox"/>	<input type="checkbox"/>
• Meet any obligations under national laws concerning on military service	<input type="checkbox"/>	<input type="checkbox"/>
• Meet the character requirements for the duties involved	<input type="checkbox"/>	<input type="checkbox"/>
• Be physically fit to perform his duty	<input type="checkbox"/>	<input type="checkbox"/>
B. Specific Conditions		
1. Education and professional experience	YES	NO
• Have a level of education corresponding to at least (3) years completed university studies attested by a diploma ⁵ , followed by at least (3) years of professional experience.	<input type="checkbox"/>	<input type="checkbox"/>
• Have knowledge of at least two official EU languages: one at minimum <u>C1 level</u> (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge)	<input type="checkbox"/>	<input type="checkbox"/>

Declaration: I declare in my honour, that the information provided above is true, complete and correct.

Date:.....

Signature:.....

⁵Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available in the EPSO website https://epso.europa.eu/documents/2392_en.

**ANNEX II – SELECTION CRITERIA
TALENT SCREENER FORM**

REA/2021/TA/FIN/D4/AD6/01

Introduction

The talent screening scoring phase of the selection procedure aims at identifying the candidates whose profile best matches the duties and the selection criteria set out in [Section V](#) of the Call for expression of interest. The criteria will be taken into consideration for this selection based on qualifications. For the candidates, the criteria have been translated into questions.

Please complete this form carefully by answering in detail, giving as precisely as possible all relevant information such as dates, titles of diplomas, description of tasks and duration of your professional experience, qualifications, skills, knowledge and other relevant information.
The answers to the questions below are to be completed in English (language 2).

First name and Family Name:

Nationality:

Specify your Language 1:.....

Specify your Language 2:.....

You have a maximum of 500 characters for each question.

1. Have you obtained a Higher Education diploma in a field related to the profile of the call for expression of interest?

If so, please specify for each diploma: the title of your diploma(s), the principal area(s) covered and why you consider that your diploma is directly linked to the job profile, the specific level of the studies, the duration of the studies, giving start and end dates, the name of the institution delivering the diploma.

2. Do you have professional experience in the areas of financial and /or credit analysis, accounting, preparation of financial statements of various types of legal entities, audit, cost controlling or tax accounting?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.

3. Do you have relevant professional experience in the provision of financial analysis of various types of legal entities such as SMEs and middle capitalisation companies?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.

4. Do you have professional knowledge in assessment of ownership and control of legal entities?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.

5. Do you have relevant professional experience in designing/writing/implementing business requirements analysis and specification for IT workflows?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.

6. Do you have relevant professional experience acquired as a task coordinator of middle-sized (at least 5 persons) team or experience in reporting and coordinating activities?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the project, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.

7. Do you have any additional certification, studies and/or training relevant to the tasks listed in the job description?

If so, please specify the certifications/accreditations you have obtained and the training you have followed, giving dates and the institution awarding the certifications/accreditations or delivering the training.

8. Do you have relevant professional experience in working with the Financial Regulation framework of the EU?

If so, please give the name of your employer(s) and the duration of your professional experience (giving dates, specifying whether this was a full or part-time activity and in the latter case indicating the percentage of working time). Please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities, the methods and tools you used, and the tangible results of your work.