



VACANCY NOTICE FOR POSITIONS OF

Expert - Accountant

Temporary Agent (AD8)

Reference no. EEA/AD/2024/3

Please send us your application by no later than 2 April 2024 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of experts to work in the field of accounting.

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

While being administratively assigned to the 'Administrative Services' Programme, the Expert will be appointed by the Management Board and will be independent in the performance of duties, governed by the Financial Regulation, and report to the Executive Director and Management Board (see [organisational chart](#)).

The position will entail the following tasks and responsibilities:

- Implementing the accounting rules and the chart of accounts in accordance with the provisions adopted by the Commission's accounting officer;
- Setting up and managing the Agency's accountancy functions including specific activities, such as:
 - a) maintaining the general ledger;
 - b) ensuring the reconciliation between the budget and the general ledger;
 - c) reconciling the assets and liabilities with the inventory;
 - d) properly implementing payments, collecting revenue and recovering amounts established as being receivable;
 - e) keeping, preparing and presenting the accounts in accordance with applicable rules and regulations;
 - f) opening and end-of-year closing of accounts.
- Laying down and validating the accounting system and, where appropriate, validating systems laid down by the Authorising Officer to supply or justify accounting information.
- Management of bank accounts (currently the treasury management is placed with the European Commission).
- Preparing the provisional and annual accounts (financial statements, including balance sheets, income statements, and cash flow statements, among other) for the



Management Board of the Agency, in accordance with the EU Financial Regulation and accounting rules.

- Ensuring the proper closing and opening of the annual accounts involving all relevant stakeholders.
- Optimising the relevant accounting tools and drafting and documenting relevant policies and procedures to provide advice, guidance support to the other units when necessary;
- Collaborating with the Authorising Officer and the Authorising Officers by delegation or sub-delegation, as well as cooperating with all internal entities, the European Commission, the European Court of Auditors, external auditors and any other relevant stakeholders.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree where the normal duration of university education is 4 years or more OR successful completion of university studies attested by a degree relevant to the field concerned where the normal duration of university education is at least 3 years;
- b) A minimum of 9 years (with a 4 year diploma) OR 10 years (with a 3 year diploma) of relevant professional experience after award of the university degree. Please note that professional experience pursued on a part-time basis shall be calculated pro rata. A given period may only be counted once.

Please note that only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Türkiye);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the [Common European Framework of Reference for languages CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:



(In your application, please provide examples from current or past work experience where these competencies have been applied).

Essential:

- Demonstrated in-depth knowledge of the EU Financial Regulations and the accounting rules adopted by the Commission's accounting officer;
- Proven experience of at least 5 years in keeping, preparing, presenting the accounts, drafting financial statements and preparing annual accounts in accordance with International Public Accounting Standards (IPSAS);
- Proven experience of at least 5 years in setting up internal control systems to ensure complete and accurate data relevant to accounting;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

Advantageous:

- Hands-on experience in preparing annual accounts and drafting financial statements in accordance with the rules applicable for an EU Agency;
- Knowledge and experience with the EU IT tools for finance, budget and accounting, such as ABAC Accounting, ABAC Workflow and ABAC Data warehouse;
- Experience of validating an accounting system;
- Knowledge of the European Union, its institutions and its policies;

Candidates invited to the written test and interview stage will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Ability to work with a high level of independence and deliver to high standards;
- Ability to organise work and foster collaborative relationships;
- Diversity awareness and sensitivity;
- Excellent analytical skills, accuracy and ability to summarize complex financial information;
- Ability to seek out learning opportunities proactively, to handle situations and problems with innovation and creativity.

CONTRACTUAL CONDITIONS:

The successful candidate will be offered a Temporary Agent contract in accordance with Article 2f) of the [Conditions of Employment of Other Servants of the European Communities](#).

The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.



Should the successful candidate currently hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is in accordance with Annex I of the Staff Regulations.

For information on salary, please see information published under [Temporary Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which s/he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a



previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 24). Should the case arise that there are various candidates scoring the same number of points in the 24th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. There may be conducted follow-up recruitment interviews with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2025** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;



- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.