

# Accounting and Budget Coordinator

## Downloads



### Application form - Accounting and Budget Coordinator

EN (DOC, 205.5 KB)

The European Institute for Gender Equality (EIGE)[1] is organising a call for applications with a view to establishing a reserve list for the post of Accounting and Budget Coordinator.

The registration of applications will begin on 16 August 2019 and will close on 16 September 2019 at 13:00 Eastern European Time.

**Corrigendum (19/08/2019) : Please note that the essential selection criteria have been updated to include excellent knowledge of English, the predominant working language of the Institute.**

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## The Institute

Based in Vilnius Lithuania, EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives envisaged to contribute to, and strengthen the promotion of gender equality.

The Institute collects and analyses comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and raises awareness on gender equality. It also provides technical assistance to EU institutions, in particular the European Commission and the authorities of the Member States.

In the course of its work to promote and strengthen gender equality, EIGE supports policy makers with high quality research and comparable data relevant to their work.

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## Job profile and duties

Reporting to the Head of Administration, the Accounting and Budget Coordinator will assist the Authorising Officer and the Accounting Officer in executing their tasks.

The responsibilities will include in particular the following:

- Serving as the first point of contact with the European Commission's Directorate-General for Budget, which carries out the function of EIGE's Accounting Officer;
- Performing regular controls on the accounting environment to ensure the financial data quality and adequacy of the General Ledger (GL) account input in ABAC – update the risk analysis, align the revision programme to the conclusions of the risk analysis and follow-up on the implementation of eventual correcting actions;
- Reconciling the GL accounts with operational information;
- Preparing the annual closure file and (parking) closure bookings of EIGE (eventual corrections, cut-off, provisions, etc.) for validation by the Accounting Officer;
- Participating in the annual audit by providing information and documentation to the European Court of Auditors and other auditors;
- Managing from an operational perspective, contracts for the provision of audit and accounting services;
- Providing advice to colleagues on accounting matters, in consultation with DG BUDG when needed;
- Preparing budgetary data related to the establishment of the budget and the financial year transition in a standardised manner;
- Preparing and executing budgetary transfers without the involvement of the Accounting Officer;
- Acting as a budgetary interface (e.g. defining and interpreting the budgetary nomenclature);
- Contributing to efficient planning, monitoring and reporting of the utilisation of EIGE's financial resources, including cash-flow, and ensuring the preparation of regular budget implementation reports and other financial and budget reporting documents;
- Assisting in developing and monitoring the financial and budgetary aspects of EIGE's procurement plan and verifying procurement files for compliance with existing financial and budgetary procedures;
- Performing a role in the EIGE financial circuits at the appropriate level, including preparing commitments, payments and recovery orders in compliance with applicable provisions and in line with the principle of sound financial management;

- Contributing to the development and implementation of internal rules, procedures and controls enabling the processing and accessing of financial information and documents;
  - Contributing to the preparation of planning and reporting documents such as the Single Programming Document, financial statements and the Consolidated Annual Activity Report, including the preparation of activity based management data
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## Qualifications & experience required

### Eligibility requirements

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

- A level of post-secondary education attested by a diploma[1]  
OR  
A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;
- In addition to the above, appropriate professional experience[2] of at least nine years after obtaining the required diploma;
- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved[3];
- Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be physically fit to perform the duties linked to the post[4].

### Selection criteria

Essential:

- at least five years of proven professional experience in roles primarily concerned with financial and budget management and/or accounting;

- solid experience in applying financial procedures and rules;
- proven experience in processing financial transactions;
- excellent knowledge of English, the predominant working language of the Institute;
- in-depth knowledge, by training or experience, of EU financial rules, processes and policies;
- a high level of IT literacy and familiarity with standard computer applications, accounting and finance software packages.

#### Advantageous:

- Experience in activity based budgeting and risk management;
- Experience in contract management and/or procurement under the EU rules;
- Knowledge of EU financial reporting tools, namely ABAC;
- Knowledge of EU accounting rules;
- Previous exposure to international and/or multicultural work environments;
- Awareness of, and support for, gender equality.

#### Other competencies:

- The ability to analyse, compile and summarise complex financial information;
- A problem solving mindset and the ability to learn and work in a proactive, autonomous way;
- A team player who is self-critical towards her/his own performance and shares learning and information as part of a multicultural and multidisciplinary organisation;
- Attentiveness to detail and to see through to conclusion specific tasks;
- The ability to work under pressure and within tight deadlines ensuring that deadlines and quality standards are met.

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## Selection procedure

The selection procedure includes the following:

- Only duly completed applications submitted electronically within the deadline will be taken into consideration.

- Applications will be examined with a view to establishing that the candidate meets all eligibility criteria.
- Eligible applications will be evaluated and scored by the appointed Selection Committee based on the selection criteria (Essential and Advantageous) defined in this vacancy notice. Advantageous criteria constitute additional assets: failure to fulfill these additional criteria will not result in exclusion.
- To be invited for an interview an applicant needs to receive at least 65% of the highest possible scores during the evaluation of applications. The best-admissible candidates will be shortlisted for interview in Vilnius.
- Interviews and written tests will be in English.
- During the interview, the Selection Committee will examine the candidates' profiles and score in accordance with the selection criteria. To be included in the reserve list, a candidate will need to have received at least 65% of the maximum points in the interview and test phase.
- On the day of interview candidates will be requested to present originals and copies of documents detailing citizenship, in particular a copy of identity card, passport or other official document specifying citizenship;
- If at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process;
- Successful candidates will be included in a reserve list which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However inclusion of candidates on the reserve list does not guarantee recruitment.
- EIGE's Director will appoint the selected candidate from the reserve list, taking into account the establishment of a gender balanced, geographically diverse organisation

The internal proceedings of the selection committee are confidential and any contact with its members is strictly forbidden. Soliciting on behalf of a candidate can lead to immediate disqualification

For applications to be valid, candidates must complete an EIGE application form available on the top of this page. It is to be forwarded electronically to [eige.hr@eige.europa.eu](mailto:eige.hr@eige.europa.eu). The subject title should include the vacancy reference number.

Applicants are requested not to attach any supporting documents at this stage, e.g. copies of ID cards, diplomas, evidence of previous professional experience, etc. Only candidates invited to an interview will be asked to present documents for verification. Applications will not be returned to candidates but will be kept on file by the Institute in line with its data protection guidelines.

Due to the large volume of applications only candidates selected for the interviews will be contacted.

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## Employment conditions

The place of employment is Vilnius, Lithuania. EIGE operates from a modern and fully computerised office space based in the city's Old Town.

The jobholder shall work in a multicultural environment where social dialogue is considered very important. EIGE applies a participatory approach to its work and encourages an open dialogue between management and staff. Colleagues work closely together as much of the work is organised around cross-unit project teams. EIGE is committed to the principle of zero tolerance towards harassment at work.

Working time is based around flexitime and core working hours as defined in the EU's Staff Regulations. In addition to training and development opportunities, EIGE offers various support and wellbeing measures for staff members and their families, such as contributions to schooling costs.

For reasons related to the Institute's operational requirements, the chosen candidate will be expected to be available at short notice. An AST4 Temporary Agent contract under Article 2f pursuant to the conditions of employment of other servants of the European Union shall be offered, subject to nine months' probation. The duration of the contract will be three years and may be renewed.

The pay of the Temporary Agents consists of the basic remuneration as well as various allowances<sup>[6]</sup> depending on personal situation of the jobholder. For information, the current gross basic salary for the first step in the AST4 before deductions and the correction coefficient weighting of 73.6 for Lithuania, is approximately €4,231. Salaries are exempt from national taxation but are subject to tax at source. Deductions for medical insurance, pension and unemployment insurance also apply.

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## Independence & declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

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## Equal opportunities

The Institute applies a policy of equal opportunities in line with the eligibility requirements noted above.

Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, sex or sexual orientation.

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## Appeal procedures

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within three months from the date of notification to the following address:

The Director

European Institute for Gender Equality,  
Gedimino pr. 16,  
01103 Vilnius  
Lithuania

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within three months from the date of notification to the following address:

Registry  
The General Court  
Rue du Fort Niedergrünewald  
L-2925 Luxembourg  
Luxembourg

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based to the following address:

The European Ombudsman  
1 avenue du Président Robert Schuman  
CS30403  
F-67001 Strasbourg Cedex  
France

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.

Please note also that under Article 2(4) of the General conditions governing the performance of the Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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## Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EU) 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.

Personal data shall thus be processed solely for the purpose of the selection procedure.

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## Lithuania & life in Vilnius

Lithuania is a member of the Schengen Area and it borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea.

Vilnius has an estimated population of just over 800,000 people. In addition to ample green spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for outdoor activities. Vilnius has impressive Baroque, Gothic, Renaissance and Russian architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. It has been a university city since the Middle Ages.

Today it is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. The city centre of Vilnius is compact, clean and safe. In addition to hosting a number of international schools, Vilnius has a well-developed infrastructure and ambitious future plans.

The city is easy to get around, has a good standard of living and an excellent working environment. EIGE's premises are situated in the Europe House on the main thoroughfare of Vilnius City, Gedimino Prospektas, with easy access to amenities, both leisure and educational.

Further information is available at <http://www.vilnius-tourism.lt/en/>.

[1] Established by the European Parliament: the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006).

[2] Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

[3] Only appropriate professional experience acquired after achieving the minimum qualification stated in point.1 shall be considered. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

[4] Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

[5] Prior to the appointment, the successful candidate will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Union.

[6] For example: expatriation, household, education, dependent child, installation, accreditation, etc.

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# Metadata

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