



## JOB DESCRIPTION

Financial Officer (ref CN263)

Duration: 2 years – Contractual Agent – FG IV

Applications are invited for the post of “Financial Officer” within the SESAR Joint Undertaking established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007), amended by Council Regulation (EC) No 1361/2008 of 31 December 2008, and further amended by Council Regulation (EU) No 721/2014 of 16 June 2014. The duty station is in Brussels, Belgium where the SESAR Joint Undertaking has its headquarters and where the place of employment is.

### 1. INTRODUCTION

#### 1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

The SESAR Programme is composed of three phases:

- Definition phase (2004-2008), which delivered an ATM Master Plan for 2020 and beyond, defining the content of the next generation of ATM systems, and identifying the necessary elements for its realisation. The Definition Phase resulted in 6 main Deliverables;
- Development phase (2008-2013), which will develop the necessary elements on the basis of the Definition phase findings;
- Deployment phase (2014-2020), through which there will be large scale production and implementation of the new air traffic management infrastructure, composed of fully harmonised and interoperable components which guarantee high performance air transport activities in Europe.

#### 1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Community law, on 27th of February 2007: the SESAR Joint Undertaking (SJU)<sup>1</sup>.

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community. It is responsible for the execution of the ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR project, in accordance with the ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR project in accordance with the ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the ATM Master Plan and if necessary, to organise specific invitations to tender.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

<sup>1</sup> European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007)

## 2. KEY ACCOUNTABILITIES

The Jobholder reports to the SESAR Joint Undertaking Head of the Finance & Budget Sector. Under his responsibility, the Financial Officer shall carry out the tasks that will be assigned to him/her, in particular:

- Prepare, create and validate in ABAC commitments, de-commitments, transfers and recovery orders;
- Prepare, create and validate in ABAC payments (administrative and operational, including pre-financing);
- Ensure transactions are financially and procedurally correct, that is, in conformity with the contract and respecting the Financial Regulations and other relevant rules in the operations;
- Assist operational initiators with the formal aspects of the dossier; update the file with the work done by the financial initiator;
- Correspond with suppliers and other counterparts;
- Assist in preparing, forecasting and monitoring of the budget;
- Follow up of commitments;
- Prepare accounting documents for external auditors;
- Provide financial advice and support to operational activities.

## 3. ELIGIBILITY CRITERIA

**Candidates must be included on a valid EPSO (European Personnel Selection Office) reserve list for Function Group IV contract staff in an appropriate profile.**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline of submission of applications.

### 3.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies in Accounting, Finance or Business Administration attested by a diploma when the normal period of university education is four years or more,

Or

A level of education which corresponds to completed university studies in Accounting, Finance or Business Administration attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least one year of appropriate professional experience.

### 3.2 Minimum Professional experience Required

At least **3 years** of proven professional experience gained after obtaining the minimum qualifications required.

### 3.3 Language Skills Required

Thorough knowledge of one of English and a satisfactory knowledge of another language of the European Community to the extent necessary for the performance of his/her duties are mandatory.

### 3.3 In addition in order to be eligible, the candidate must:

- Be a national of a Member State of the European;
- Have fulfilled any obligation imposed by the laws on military service;
- Be entitled to full rights as citizen<sup>2</sup>;
- Produce the appropriate character references as to his/her suitability for the performance of the duties related to the post;
- Be physically fit to perform the duties linked to the post<sup>3</sup>.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>3</sup> Before being engaged the candidate will be medically examined in order that the SJU may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

## 4. SELECTION CRITERIA

The successful candidate will have to show initiative and professionalism and be highly motivated. He/She should be able to work proactively, under pressure and to tight deadlines, both individually and in a team. The SESAR JU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively.

### 4.1. Essential Selection Criteria

- 3 years of professional experience in a field related to the nature of the accountabilities described under the corresponding heading or in the domain of Budget, Finance or Controlling;
- Excellent knowledge of financial management and/or budgetary processes;
- Good knowledge of the EU Financial Regulation and its implementing rules;
- Experience of work in a multi-cultural environment and ability to command trust among peers;
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential;
- Accuracy;
- Discretion;
- Capacity to deliver both in a client oriented and structured way;
- Strong communication (written and oral) and presentation skills.

### 4.2. Advantageous Selection Criteria

- Work experience in an EU institution or international organization;
- Work experience as Financial Initiating Agent (FIA) or Financial Verifying Agent (FVA);
- Knowledge of ABAC and other EC financial management systems;
- Experience in financial reporting and data-processing (e.g. Business Objects);
- Knowledge of FP7 and/or Horizon 2020 rules and processes;
- A good knowledge of another European Language, French in particular, would be an asset.

## 5. SELECTION PROCEDURE

The SJU shall recruit the jobholder by using the European Communities Personnel Selection Office (EPSO) database.

Eligibility of candidates will be assessed by the Selection Panel nominated by the Executive Director of the SJU according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates from among the list of applicants already validated by EPSO and whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Brussels (Belgium), where the SJU has its headquarters and where the place of employment is. The date of the test and/or interview session has provisionally been set during the second part of October 2015 (until further notice and depending on the number of candidates). The applicants will be informed of the date with at least 15 days' notice.

Candidates invited to an interview will be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected candidate will be requested to provide SJU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel recommends the most suitable candidates for the post in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs of the SJU and shall be valid until 31<sup>st</sup> December 2016 (the validity period may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

Please note that the Selection Panel's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

## 6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

Prior to contract signature, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

## 7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director, upon recommendation of the Selection Panel, following the selection procedure.

Depending on the budgetary situation, the selected candidate may be engaged for a fixed period of 2 years maximum. The period of engagement shall not exceed in any case the duration of the Joint Undertaking.

The successful candidate shall be recruited as Contract Agent Function Group IV, pursuant to the Conditions of Employment of Other Servants of the European Communities. The estimated monthly minimum basic salary is from € 3,170.61. The grade will be determined in accordance with the number of years of appropriate professional experience of the successful candidate gained after obtaining the minimum qualifications required<sup>4</sup>.

Depending on the individual family situation and the place of origin, staff members may be entitled to the following: expatriation allowance, household allowance, dependent child allowance, education allowance, installation allowance and reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits such as travel insurance.

Owing to the need for the SJU to quickly fulfil this position, the successful candidate shall be available at short notice (latest 16th January 2016).

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Procedure of Applications

Candidates must submit by email to the functional mailbox [recruitmentcn263@sesarju.eu](mailto:recruitmentcn263@sesarju.eu) a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) containing ALL the following scanned documents:**

- A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- A signed motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be his/her added value to the SJU if selected;
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website).

**The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [FAMILY NAME\_First Name\_CN263.pdf].**

The title and the exact reference of the vacancy notice should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honour have been modified may be deemed void by the SJU.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application neither by email, telephone, fax or letter.

**The closing date for submission of applications is 30<sup>th</sup> September 2015 at 23:00 Brussels time.**

<sup>4</sup> Additional information on the conditions of employment of contractual agents can be obtained from the web site of the European Commission at the following address: [http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm) (salaries are indicative as these are indexed on an annual basis).

## 8.2 Appeal Procedure

Any appeal regarding the present vacancy notice shall be sent within 20 calendar days of the date on the email notifying the rejection of the application quoting the reference of the vacancy notice to the Chairman of the selection panel at the following email address: [hr@sesarju.eu](mailto:hr@sesarju.eu).

## 8.3 Promotion of Equal opportunities

The SJU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

## 8.4 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept on file by the SJU. The personal information the SJU requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the SJU. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SJU Data Protection Officer, [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).

*APPROVAL FOR PUBLICATION*  
*F. Guillermet – Executive Director*  
*[signed]*