

## Vacancy notice

# ACCOUNTING OFFICER

JOB TYPE: temporary agent – function group AD grade 8

CONDITIONS: 3 year-contract subject to a probation of 9 months, can be renewed once for a period of 3 years

LOCATION: Turin, Italy

### Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking an accounting officer to keep the accounts of all its operations.

The services of the accounting officer will be shared with the ETF's sister agency, the European Agency for Safety and Health at Work (EU-OSHA).

In the future and having assessed the feasibility, accounting services could be shared with other agencies.

The accounting officer will work in an international, hybrid environment and develop productive and cooperative relationships with the accounting assistant and members of the finance teams.

### What will you do?

As the accounting officer of the ETF, you will work in the Strategy and Resources Department.

As the accounting officer of EU-OSHA, you will work in the Resource and Service Centre.

You will be appointed by the Governing Board of the ETF and the Management Board of EU-OSHA. You will be totally independent in the performance of your accounting officer duties and responsible to the respective Boards.

As mentioned above, you could work with other Agencies in the future if considered feasible.

#### **As accounting officer, you will be working on the following:**

implementing payments, collecting revenue and recovering amounts; keeping, preparing, signing off and presenting the accounts in accordance with the accounting rules; reconciling the asset management records with the financial records; opening and end-of-year closing of accounts; implementing the accounting rules and the accounts chart; validating the systems to supply or justify accounting information; managing the treasury; responding to internal and external queries related to accounting; delivering advice and disseminating best practices on accounting; maintaining a detailed and complete audit trail for all accounting operations; maintaining and up-dating accounting procedures and processes; contributing to the definition of financial management processes; participating actively to the EU Agencies accounting network and participating actively to audits.

You will be based in Turin, Italy and be travelling around 4 times a year to Bilbao, Spain. You could also travel a couple of times a year to other EU Member States.

## Who is eligible?

To be considered eligible, you must satisfy the following requirements on the closing date for the submission of the applications:

- 1 Be a national of one of the Member States of the European Union
- 2 Enjoy full rights as a citizen
- 3 Have fulfilled any obligations imposed by law concerning military service
- 4 Be physically fit to perform the duties linked to the post
- 5 Have a level of education which corresponds to completed university studies of at least four years attested by a diploma, followed by at least nine years of professional experience

or

Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least ten years of professional experience

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the Member States shall be taken into consideration.

- 6 Have a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL) of one of the languages of the Union and have a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another language of the Union, to the extent necessary for the performance of the duties.

## Who are we looking for?

### Educational background

- chartered accountant certification or university degree in/with accounting as main subject area

### Professional experience

- a minimum of six years - over the last ten years - of professional experience in the accounting field - as per the section: What will you do?

### Very good technical skills in

- accounting
- knowledge of the EU Financial Regulations
- knowledge of the EU accounting rules
- analytical skills
- English: level C1 in all dimensions as per the CEFRL

## Very good soft skills in

- accuracy and detail orientation
- adaptability and flexibility
- fostering collaborative relationships
- oral and written communication
- growth mindset
- probity and integrity
- time management and prioritisation
- working under pressure for different stakeholders

## Soft skills matching ETF values

- service orientation
- innovation and creativity
- integrity and respect
- accountability for own actions
- working together

## Assets

- experience with SAP
- Italian and/or Spanish: level B2 in all dimensions as per the CEFRL

## Who are we?

The ETF is an EU agency working on the reform of education, training and labour market with a difference: we work outside the European Union.

Our mission is to shape a better future for people. We aim at contributing to the social cohesion and sustainable growth of the countries where we work. EU Member States and their citizens benefit in turn from improved economic relations with those countries.

Are you looking for a career where you can [make a real difference](#)? Come work with us! We're a dynamic team of passionate professionals who are dedicated to promoting EU values and creating positive change. Here are just a few reasons why you should join us:

At the ETF, we celebrate [diversity and inclusion](#), and you'll work in a dynamic, multicultural environment where you can interact with people from all over Europe and beyond. With staff members representing over 25 different nationalities, we're committed to creating an inclusive workplace where everyone feels valued, respected, and supported. We believe that no matter your gender, age, race, religion, sexual orientation, identity, or disability, [you have something unique](#) to offer our team.

Our [collaborative approach](#) means that you'll work in teams with both internal and external stakeholders, bringing your experience to the table and counting on mutual support. We're dedicated to integrity and accountability, and we foster innovation and creativity by exploring new ideas, concepts, and trends.

We're committed to helping you [unleash your full potential](#). Our learning and development programmes are designed to help you grow both personally and professionally, with a range of

opportunities to develop your skills and take on new challenges. From induction programmes to language courses, technical and soft skills training, and e-learning, we offer a variety of learning opportunities to suit your needs and schedule.

At the ETF, we understand the importance of [work-life balance](#). We offer flexible working arrangements, including remote work and part-time options, so you can manage your professional and personal commitments.

Our location in Turin offers an array of [cultural and entertainment opportunities](#), from art galleries and restaurants to opera houses and parks. Plus, with the Alps and the Mediterranean just a stone's throw away, you'll have plenty of options for [exciting weekend getaways](#).

We also offer a [competitive remuneration package](#), including financial benefits and [health insurance](#), to make sure you're taken care of both in and out of the office.

If you're ready to join a team of dedicated professionals who are making a real difference, we'd love to hear from you.

## Who is EU-OSHA?

[EU-OSHA](#) is an EU agency based in Bilbao, Spain. The aim of the agency is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information.

## How do you submit your application?

The **closing date** for the submission of applications is **6 November 2023 at 23.59 (Turin time)**.

You are invited to send your application via the ETF website, under “about” and then “recruitment” sections.

You are strongly advised not to wait until the last day to submit your application since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The ETF cannot be held responsible for any delays to your application due to such difficulties.

### Formal requirements

You must provide **all the documents** mentioned below, **by the closing date**, preferably in English:

- a cover letter of one page maximum, explaining why you are interested in the position
- a curriculum vitae using the [Europass CV format](#)

**Only applications submitted online through the ETF website, in line with the formal requirements mentioned above, will be accepted for the selection process.**

## How does the selection process work?

### Selection board

A board is appointed by the ETF Director. Its composition is published on the ETF website together with the vacancy notice.

The board's work and deliberations are strictly confidential and any contact with its members is not allowed. Contacting them constitutes grounds for disqualification from the procedure.

## Four consecutive phases:

### Phase 1 – Screening of applications against eligibility criteria

Applications meeting all the eligibility criteria and formal requirements move to the next phase.

NB: documents proving eligibility will be requested to selected candidates and assessed before employment. Please refer to the section “What comes next?” for further information.

### Phase 2 - Selection for interviews and written tests

On the basis of the information provided in the curriculum vitae, the board will assess the applications against the professional experience, technical skills and assets. Please refer to the section “Who are we looking for?”.

The candidates presenting the most appropriate applications will be invited to attend an interview and written tests. It is expected that around 6 candidates will be invited.

As ETF expects a high number of applications, only short-listed candidates will be contacted by the HR Officers. This is expected to take place in **November 2023**.

### Phase 3 – Interviews and written tests

The board will assess the candidates’ professional experience and skills required for the position and for Temporary Agents of the EU through an interview and written tests. At least one part of the tests will be evaluated anonymously. The interviews and written tests will be held primarily in English and will be organised remotely.

Upon completion of this phase, the board will put forward to the ETF Governing Board a proposal for the appointment of the suitable candidate considered the most in line with the professional experience, skills and assets. Whenever more than one candidate is considered suitable, the board may propose a list.

Suitable candidates shall have reached at least:

- 70% of the points allocated to soft skills, and
- 70% of the points allocated to technical skills and relevant professional experience

This phase is expected to take place in **December 2023**.

### Phase 4 – Appointment

Having assessed the proposal made by the board, the ETF Governing Board will appoint the candidate they consider the most suitable for the position. It is expected that the successful candidate will take up duties on **1 April 2024**.

The candidate, who is appointed by the ETF Governing Board, will be presented to the OSHA Governing Board for his/her possible appointment as OSHA’s accounting officer.

### Establishment of a reserve list

The ETF Governing Board may also decide to establish a reserve list of the other suitable candidates. The list will be valid until 31 December 2024. Its validity may be extended by decision of the Director. Inclusion in the list does not guarantee a job offer. When a position becomes vacant or needs to be covered, the Governing Board may offer a job to a candidate in the list whose profile best matches ETF needs at that time. The contract duration could vary according to the needs of the ETF.

## What comes next?

Should the ETF offer a contract of employment, it will be bound to the offer **only** where the candidate, prior to the contract signature, has:

- provided proof that s/he meets all the eligibility criteria. S/he must:
  - provide original or certified copies of all relevant documents, including a clean police record
  - undergo a medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved
- informed the ETF of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair his/her independence.

### Contract of employment

Temporary agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union. Under this type of contract, the employee is bound by the CEOS as well as the relevant Implementing Rules.

### Continuity of employment between EU Agencies

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 AD 7 – AD 8.

### Cooperation among EU Agencies

To promote collaboration among EU agencies, the ETF may share the reserve list with other Agencies. Prior to sharing, the ETF will obtain consent from each candidate on the reserve list to share their application. The ETF will also inform each candidate which Agency or Agencies will receive their data.

### Remuneration

**Typical salary** for a single employee, with nine years of relevant professional experience: circa € 5,870 net/month; or for an employee, with nine years of relevant professional experience, expatriation allowance and one dependent child: circa € 8,000 net/month.

## Additional information

The documents provided during the selection procedure will not be returned to candidates but will be kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this procedure.

More information is available in the [Privacy statement](#) on the ETF website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the [ETF website](#).