

**Call for expression of interest
for the establishment of a reserve list for the position of**

**Financial Officer
(Temporary Staff, Grade AD5)**

in the Agency for the Cooperation of Energy Regulators

REF.: ACER/2017/05

Publication

External

Title Function

Financial Officer

Parent Directorate-General / Service

DG ENER

1. WE ARE

The Agency for the Cooperation of Energy Regulators (hereinafter referred to as “the Agency”) is a European Union (“EU”) body, legally established by Regulation (EC) No 713/2009¹ and operational since 2011. Based in Ljubljana (Slovenia), the Agency is central to the liberalisation of the EU's electricity and natural gas markets.

The purpose of the Agency is to assist National Regulatory Authorities (“NRAs”) in exercising, at Union level, the regulatory tasks that they perform in the Member States and, where necessary, to coordinate their action.

In this respect, the Agency:

- a) Complements and coordinates the work of NRAs;
- b) Participates in the creation of European network rules;

¹ Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 (OJ L 211, 14.8.2009, p. 1).

- c) Takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross border infrastructure;
- d) Gives advice on electricity and natural gas related issues to the European institutions;
- e) Monitors the internal markets in electricity and natural gas and reports on its findings;
- f) Monitors trading in wholesale energy products to detect and deter market abuse and ensure the integrity and transparency of EU wholesale energy markets.

The main areas on which the Agency's activities focus are:

- supporting European market integration: this is mainly done through the development of common network and market rules as well as through the coordination of regional initiatives which are concrete efforts from market participants to work towards greater integration,
- advising the EU Institutions on trans-European energy infrastructure issues: The Agency issues opinions on ten-year network development plans and to the draft lists of Projects of Common Interest, to ensure that these are in line with priorities set at EU level, and on a number of other documents of the European Networks of Transmission System Operators for electricity and for gas,
- energy market monitoring: The Agency has a general mission in terms of market monitoring at the EU level and has, since the end of 2011, a very specific responsibility when it comes to oversight of the wholesale energy trading.

The Agency currently employs more than 80 staff and has an approved annual budget of €13.3 million in 2017. The Agency's internal structure comprises five Departments (Electricity, Gas, Market Surveillance and Conduct, Market Integrity and Transparency and Administration) and the Director's Office.

The Agency is located in Ljubljana (Slovenia).

2. WE PROPOSE

The Agency is seeking to establish a reserve list for the position of Financial Officer. The Financial Officer will be assigned to the Administration Department of the Agency and will report to the Head of the Administration Department.

The duties of the Financial Officer will include the following non-exhaustive list of tasks:

- Authorise financial transactions allocated within the role of an Authorising Officer by delegation;
- Verify and/or initiate allocated financial transactions (e.g. commitments, invoices, direct payments, recovery orders, regularisations);
- Check and process mission orders and claims in line with the applicable rules;

- Deal with the registration and distribution of invoices to Operational Verifiers;
- Coordinate and liaise with the Operational Verifiers on financial issues;
- Use, maintain and develop, as necessary, the financial tools of the Agency.
- Train other financial actors in the use of the financial tools of the Agency, as necessary;
- Process, maintain and update financial identification forms and legal entities forms according to the Agency's financial rules;
- Support the monitoring and control of budget execution;
- Provide full support for the opening and closing of the financial year of the Agency;
- Keep financial records up to date;
- Liaise with the Procurement cell on contractual issues and tools;
- Ensure compliance with relevant Financial Regulation and rules, audits and internal control statutory/regulatory requirements;
- Act as a contact point for queries about financial-related issues and facilitate the circulation of relevant information within the Administration Department, among the Departments and within the Agency.

The Financial Officer may be required, at times, to assist in other areas of work of the Agency, according to needs and priorities, as planned and defined by the Head of the Administration Department, or as determined by the Director. Depending on the staffing development of the Agency, the Financial Officer might be assigned the role of Team Leader.

3. WE LOOK FOR

A) Eligibility criteria

Candidates will be considered eligible for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma;

(Only study titles that have been awarded in the EU Member States or that are recognised by the authorities in the said Member States shall be taken into consideration).

2. To have a thorough knowledge of one of the official languages of the European Union² and a satisfactory knowledge of a second of these languages (level B2) to the extent necessary to perform his/her duties;
3. To be a national of a Member State of the European Union;
4. To be entitled to his or her full rights as a citizen;
5. To have fulfilled any obligations imposed by the laws concerning military service;
6. To be physically fit to perform the duties linked to the post³.

B) Selection criteria

The following criteria will be assessed when selecting the Candidates for the interviews:

Technical knowledge:

1. University degree in a field relevant to the position (Finance, Administration or similar);
2. By the deadline for applications, Candidates will, after obtaining the qualifications mentioned in section 3.A, have acquired **at least three (3) years of professional experience** with tasks closely related to those described above under Section 2;
3. Knowledge of the EU financial regulation, rules of application and relevant procedures;
4. Experience in budget execution, paperless workflows and financial tools maintenance;
5. Experience with financial management tools such as ABAC, SAP or other relevant tools;
6. Ability to use office software (word processing, spread sheets, presentations, electronic communication, internet etc.);
7. Experience with the European Union, its institutions and decision making processes would be an advantage.

Communication and other personal skills:

8. Excellent written and oral command (level C2) of the English language;
9. Ability to work in a team and under pressure, combined with capacity to work on several projects simultaneously;
10. Experience of working in an international environment, dealing with a very diverse range of internal and external stakeholders in a positive and proactive manner.

² The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

³ Before the appointment, a successful Candidate shall be medically examined by one of the institutions' medical officers in order for the Agency to be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union.

Communication and other personal skills will be assessed at the stage of the oral interview and the written examination.

Candidates are invited to explain in their motivation letter in which positions they acquired their knowledge and professional experience in the specified areas.

4. SELECTION AND APPOINTMENT

A Selection Committee will evaluate the applications and select the Candidates meeting the eligibility criteria and best matching the selection criteria.

The Selection Committee will endeavour to invite a minimum of six Candidates and a maximum of eight Candidates to an interview and written test. However, such numbers may be increased in the case of a larger number of high-scoring Candidates participating in the selection procedure or reduced in the case of a limited number of eligible Applicants and/or a limited number of high-scoring Candidates participating in the selection procedure.

The interview and test will focus on the following aspects:

- Specific competences and knowledge of languages with reference the selection criteria of the present call for expression of interest.
- General aptitudes to the extent necessary for the performance of the duties in accordance with article 12.2.e of the Conditions of Employment of Other Servants;
- Knowledge of the EU financial regulation, rules of application and relevant procedures.

A reserve list of the most suitable Candidates will be drawn up by the Agency. In line with Director Decision 2014/006, Candidates achieving the qualifying mark in the written test and interview of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2018. Its validity may be extended by decision of the Director.

All Candidates will be informed about the outcome of the procedure.

Recruitment will be subject to budgetary availability and assignment of posts by the Budgetary Authority.

5. EQUAL OPPORTUNITIES

The Agency applies an equal opportunities policy and accepts and treats applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF EMPLOYMENT

The successful Candidate will be appointed by the Director as a temporary agent at grade AD5 pursuant to Article 2(f) of the Conditions of Employment of Other Servants for a period of 5 years which may be renewed.

Pay and welfare benefits

The pay of staff members consists of a basic salary, allowances and other benefits. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance and other benefits. Salaries are exempted from national tax; instead a Union tax at source is paid.

Grade/step	Minimum requirements for classification in step (required level of education + minimum number of years of experience after graduation)	Monthly basic salary	Monthly net salary, including specific allowances ⁴
AD5 step1	<i>3 years' university degree in a field relevant for this position + up to 3 years' experience</i>	4,637.77	4,284.47
AD5 step2	<i>3 years' university degree in a field relevant for this position + more than 3 years' experience in some or all of the fields covered by the job description</i>	4,832.65	4,429.34

Additional benefits:

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2,5 days home leave if applicable, and in addition on average 19 ACER holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance

7. DATA PROTECTION

The purpose of processing the data the Applicants submit is to manage their application(s) in view of possible preselection and recruitment at the Agency. Personal data is processed by and accessible to authorised Agency's personnel. In some cases, an external expert, equally bound by the same data protection principles, may assist the Agency in the selection of Candidates.

The Agency adheres to and is regulated under 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 European Union institutions and bodies. The Agency is supervised by EDPS, <http://www.edps.europa.eu> . For any further enquiries Applicants may contact the Data Protection Officer at: DPO@acer.europa.eu . Candidates are

⁴ An estimation of net salary, including the deduction for tax, correction coefficient for Slovenia (currently at 80.7 %). and social security and adding the allowances (this estimation has been calculated with expatriation, household allowance and one dependent child allowance). Allowances depend in any case on the personal situation of the Candidate.

invited to consult the [privacy statement](#) which explains how the Agency processes personal data in relation to recruitment and selections.

8. APPLICATION PROCEDURE

For applications to be valid, Applicants must submit (in PDF or Word format):

- a detailed curriculum vitae in [European CV format](#) **in English**
- a letter of motivation (1 page maximum) **in English** explaining in which positions they acquired their knowledge and professional experience in the specified areas identified in Section 2 of this vacancy notice.

Applications that are incomplete will be rejected.

Applications should be sent by email to SELECTIONS-ACER-2017-05@acer.europa.eu quoting the reference number of the vacancy notice.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should **not** be sent at this stage but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to Candidates concerning this vacancy will be in English.

Under no circumstances should Candidates approach the selection committee, directly or indirectly, concerning this recruitment. The authority authorised to conclude a contract reserves the right to disqualify any Candidate who disregards this instruction.

Applications must be sent by e-mail by 31 August 2017 (23:59 Ljubljana time).

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

For more information on the selection procedure please consult the Guide for Applicants on the Agency's website:

http://www.acer.europa.eu/The_agency/Working_at_ACER/Pages/FAQs-on-working-at-ACER.aspx.

9. APPEALS

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 3 months from the date of notification to the following address:

Human Resources Officer
Agency for the Cooperation of Energy Regulators (ACER)
Trg republike 3 – 1000 Ljubljana – Slovenia

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 3 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 President Robert Schuman - BP 403
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.