

Notice to establish a reserve list for

**Accounting and Budget Officer (Grade AD8)
in the Administration Department**

of the Agency for the Cooperation of Energy Regulators

REF.: ACER/2016/19

Publication

External

Title Function

Accounting and Budget Officer

Parent Directorate-General / Service

DG ENER (BXL)

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. 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 performed 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;
- 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;

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)

- e) Monitors the internal markets in electricity and natural gas and reports on its findings.

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 to ensure that these are in line with priorities set at EU level,
- 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,
- wholesale energy markets monitoring: Regulation (EU) No 1227/2011 on Wholesale Energy Market Integrity and Transparency (REMIT) introduced new rules prohibiting abusive practices affecting wholesale energy markets. According to REMIT, the Agency has to collect both transactional and fundamental data necessary to monitor trading in wholesale energy markets in order to detect and deter market abuse.

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 looking for an Accounting and Budget Officer who will be assigned to the Administration Department.

The duties of the Accounting and Budget Officer in the Administration Department will include the following:

- properly implementing payments, collecting revenue and recovering amounts established as being receivable;
- preparing and presenting the accounts;
- keeping the accounts;
- implementing the accounting rules and the chart of accounts in accordance with the provisions adopted by the Commission's accounting officer;
- laying down and validating the accounting systems and, where appropriate, validating systems laid down by the authorising officer to supply or justify accounting information; in this respect, the accounting officer shall be empowered to verify at any time compliance with the validation criteria;
- treasury management (including management of imprest accounts and credit cards).

- coordinating the budgeting process, and more precisely:
 - coordinating the budget planning process for year N+1;
 - coordinating processes for budget consumption reporting and budget forecasts for year N;
 - preparing monthly budget implementation reports, including actual vs forecast consumption and significant deviations;
 - planning and coordinating the financial year-end period.

- liaising with the European Court of Auditors for the audits on the Annual Accounts.

The tasks involve regular liaison with operational and financial actors within the Administration Department and the Agency.

The Accounting and Budget Officer will be required to act with a service culture, handling files with confidentiality and perfect professional integrity, being able to show excellent interpersonal and communication skills. He/she is expected to be proactive, with a team spirit, good management of stress, good level of flexibility, being able to prioritise, delivering quality and results with attention to detail and commitment to excellence.

The jobholder 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 Director and the Head of the Administration Department.

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 attested by a diploma when the normal period of university education is four (4) years or more,

or

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three (3) years;

(Only study titles that have been awarded in the 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).

2. By the closing date for applications, having acquired at least **nine (9) years of professional experience²** after obtaining the qualifications mentioned in point 3 A) 1. above;

² Only relevant professional experience acquired after achieving the minimum qualifications stated in point 3 A) 1 shall be considered. Where additional period of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualifications stated in

3. To have a thorough knowledge of one of the official languages of the European Union³ and a satisfactory knowledge of a second of these languages (level B2) to the extent necessary to perform his/her duties;
4. To be a national of a Member State of the European Union;
5. To be entitled to his or her full rights as a citizen;
6. To have fulfilled any obligations imposed by the applicable laws concerning military service;
7. To be physically fit to perform the duties linked to the post⁴.

B) Selection criteria

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

Technical knowledge:

1. Relevant studies in the field of economics, accountancy, management, or similar;
2. At the deadline for applications candidates will, after obtaining the qualifications mentioned in point 3.A.1, have acquired at least **6 (six) years of relevant professional experience with tasks closely related to those described above⁵**;
3. Ability to use office software (word processing, spread sheets, presentations, electronic communication, internet, etc.);
4. Knowledge of the European Union's financial rules, procedures and budget would be an advantage;
5. Experience with financial management tools such as ABAC, SAP or other similar tools as well as paperless workflows would be an advantage;
6. Experience with the European Union, its institutions and decision making processes would be an advantage.

point 3 A) 1 shall be taken into consideration. Professional activity 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. At a later stage, the candidate will be asked to provide supporting documents confirming the length and the level of his/her professional experience

³ 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.

⁴ 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.

⁵ Professional experience is counted only from the time the candidate fulfils the eligibility criterion under point 3.A) 1. above. At a later stage, the candidate will be asked to provide supporting documents confirming the length and the level of his/her professional experience

Communication and other personal skills

1. Excellent written and oral command (level C2⁶) of the English language;
2. Excellent analytical capabilities and problem-solving skills;
3. High degree of organisational skills and proven ability to work in a team and under pressure.

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

Candidates are invited briefly 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 those 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 written test will focus on the following aspects:

- Specific competences and knowledge of the areas in line with the selection criteria of the present Vacancy Notice.
- General aptitudes and language abilities 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 (CEOS);
- Knowledge of structures of EU bodies, and the Agency;
- Communication and other personal skills.

A reserve list of the most suitable candidates will be drawn up by the Agency. Candidates achieving a mark in the competency test and interview not lower than 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2017. Its validity may be extended by decision of the Director of the Agency.

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

6cf. Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

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 staff at grade AD8, pursuant to Article 2(f) of the Conditions of Employment of Other Servants, for a period of 5 years, which may be renewed in the interest of the service.

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 <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly basic salary	Monthly net salary, including specific allowances ⁷
AD8 step1	4 years' university degree in a field relevant for this position + more than 9 years' experience in some or all of the fields covered by the job description	6,717.35 €	5,783.41 €
AD8 step2	4 years' university degree in a field relevant for this position + more than 12 years' experience in some or all of the fields covered by the job description	6,999.62 €	5,977.65 €

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

7. DATA PROTECTION

The Agency will ensure that your personal data is processed as required by Regulation (EC) No 45/2001⁸ on the protection of personal data.

The information submitted during the selection process will be used solely for that purpose. The legal basis is available in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) and, in particular, in Articles 12-15 and 82-84 of CEOS.

The Agency will ensure, on its part, that applicant's personal data is processed in accordance with Regulation (EC) No 45/20016 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. Only Agency's staff directly involved in the selection procedure in question shall have access to this data. In some cases, an external expert, equally bound by the same data protection principles, may assist the Agency in the selection of candidates.

When an applicant is selected for inclusion on the reserve list, his/her personal data will be stored for the duration of the validity of the reserve list while, for non-recruited candidates, the information will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the agent's personal file, which are kept until 10 years after the jobholder has terminated employment at the Agency.

Any party submitting personal data to the Agency is entitled to access and to rectify that data (after the closing date of the application deadline, rectification is limited to identification data). To exercise these rights, contact the Data Protection Officer at DPO@acer.europa.eu.

Furthermore, you also have the right to recourse, at any time, to the European Data Protection Supervisor

8. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed curriculum vitae in [European CV format](#) **in English**
- a letter of motivation (1 page sheet 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.

Candidates must clearly indicate in the application, for which profile the application in made.

Applications that are incomplete, or do not indicate the profile applied for will be rejected.

⁸ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000, OJ L8, 12.1.2001, p.1.

Together with the application, candidates are also invited to provide in the CV the names and contact details of at least two most recent professional references (preferably your direct hierarchical superiors without personal link) who may be contacted for references.

Applications should be sent by email to SELECTIONS-ACER-2016-19@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 31/01/2017 (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/en/The_agency/Working_at_ACER/Documents/GUIDE%20FOR%20APPLICANTS-HR%20FINAL.pdf.

9. APPEALS

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the Union, 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:

European Union Civil Service Tribunal

Boulevard Konrad Adenauer

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:

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.