

Financial Assistant

Unit: Resource Management Services

Reference: ECDC/FGIII/2022/RMS-FA

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit two persons for the above-mentioned project vacancies (2 year contract). ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area and to fill potential long term posts or shorter project posts that may become available in the future.

The jobholder will report to the relevant Group Leader.

The jobholder will be responsible in particular for the following areas of work:

- Initiate financial transactions related to payment- and commitment appropriations;
- Assist the operational units in preparation, quality control and compilation of financial dossiers;
- Apply strict implementation of ECDC financial regulation and procedures;
- Assist in the preparation of ECDC's budget;
- Create legal entity and bank account files;
- Assist with the issuance of recovery orders and budget transfers;
- Perform follow up on the budget implementation, provide reports and reconciliation;
- Provide assistance in financial matters throughout the Centre;
- Assist with updates of financial procedures and checklists related to the financial workflows of the Centre;
- Provide general administrative and clerical support, including document archiving;
- Perform back-up and support function for the assigned counterparts in the section;
- Perform any other tasks assigned by the Group Leader or Head of Section.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties²;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen³;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified **essential criteria** with regard to professional experience/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years, following the award of the diploma, of professional experience acquired in positions relevant to the job description;
- Experience in applying financial procedures and rules;
- Experience in processing financial transactions;
- Proficient user of Excel, accounting and finance software packages;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Quality driven and service minded;
- Excellent communication skills;
- High level of accuracy and eye for detail;
- Excellent numerical skills;
- High level of service orientation;
- Strong inter-personal skills and ability to work well in a team;

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

2 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

3 Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Capacity to work under pressure and with tight deadlines.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a limited period of two years with a contract that may be renewed depending on the project funding. The appointment will be in **Function Group FGIII**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on the **26 October 2022 at 11:59:59 (Stockholm Time)**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure

that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

Due to the large volume of applications received, only candidates selected for interviews will be notified.