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safe railway system without frontiers.

Call for Applications for a post of Administrator (Budget Officer) in the Corporate Assurance and Performance (CAP) Unit

Temporary Agent 2(f) (AD5) - with a further view to establish a reserve list - ERA/AD/2023/002-OPE

I - JOB CONTENT

The jobholder will work in the [CAP Unit](#), under the responsibility of the Head of Unit (HoU). All tasks and responsibilities will be carried in full respect of the provisions of the Agency Regulation and of the Agency's Financial Regulation.

Main tasks and responsibilities:

- › **During the budget planning phase:**
 - › Coordinate the preparation of the input to the Statement of Estimates N+2 and budget N+1, in full alignment with the corresponding work programme (Single Programming Document);
 - › Encode the data for the budget requests in the European Commission (EC) system;
 - › Continuously update the budget forecast, according to internal and external factors;
 - › Ensure that the proper budget structure is put in place in the financial system and maintain such structure according to the evolution of the needs.
- › **During the budget execution phase:**
 - › Ensure the budget inscription in the financial system;
 - › Monitor, including by proper development of budget dashboards and by communicating with the Authorising Officers/Authorising Officers by Delegation, the budget execution for year N; prepare, on this basis, a timely and accurate input for the HoU CAP for running the Budget Review Meetings with the Agency's Management;
 - › Follow-up on the actions decided at the Budget Review Meetings;
 - › Coordinate the process of initiating budget transfers, with due respect to the provisions and thresholds indicated in the Agency Financial Regulation; prepare any related draft decisions for the Agency's Management Board; keep centralized track of all the budget transfers by type;
 - › Coordinate the process of initiating amending budgets, when needed;
 - › Prepare the carry forward exercise to the incoming year and ensure the year-end budget closure.
- › **For budget reporting and auditing purposes:**
 - › Coordinate the preparation of any type of budget reporting / explanation requested by Management Team, Executive/Management Board, EC, European Court of Auditors, European Parliament etc.;
 - › Contribute to the report on budgetary and financial management of the Agency.
- › **Other tasks and responsibilities:**
 - › Maintain a proper process documentation for all the budget-related processes;

- › Provide advice on budget-related matters to units with regards to budget execution and deliver training sessions on budget management and related processes, upon request;
- › Any other budget-linked (directly or indirectly) tasks, according to the objectives of the Unit.

II - ELIGIBILITY CRITERIA

The selection procedure is open to candidates who satisfy all the following eligibility criteria, on the closing date for the submission of applications:

1. General requirements:

- › Be a national of a Member State of the European Union¹, or a national of the European Economic Area (Iceland, Liechtenstein and Norway);
- › Be entitled to the full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service²;
- › Meet the character requirements for the duties involved³;
- › Be physically fit to perform the duties linked to the post⁴;
- › Have a very good knowledge of an official language⁵ of the European Union and a satisfactory knowledge of another official language⁶ of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁷.

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **3 years**;
- OR**
- › Have where justified in the interest of the service, professional training of an equivalent level.

Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed and scored against **selection criteria**. Candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.

¹ The Member States of the European Union are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

² If applicable

³ Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

⁴ Prior to engagement, the successful candidate shall be examined in a medical centre indicated by the Agency in order to confirm that the requirements of Article 13 of CEOS of EU are met.

⁵ Your mother tongue or another official EU language of which you have a very good knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁶ Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR)

⁷ See Article 52 (a) of the Staff Regulations of Officials, applicable to Temporary Agents by analogy, Article 47 CEOS

Selection criteria used to assess the candidates' applications:

- › University studies in a field of Economics or Finance or Accounting or Business administration or Commercial Engineering;
- › At least 3 years of relevant professional experience (following award of the diploma) related to the tasks and responsibilities listed in the job content (budget planning, budget execution, budget monitoring and reporting, budget auditing);
- › Minimum proven experience of 2 years in budget data collection / monitoring / preparing and using budget dashboards;
- › Proven experience with the application of financial rules, preferably of the EU Financial Regulation;
- › Proven knowledge of the budget structure, preferably of the one used by EU Institutions;
- › Proven knowledge of the EC financial system (ABAC, SUMMA) or of any similar financial system (ERP system);
- › Proven experience in working in an international and/or multicultural environment;
- › Very good knowledge of the English language⁸ (C1 level);
- › Good knowledge of French language⁹ (B2 level).

The educational/academic qualifications and the professional experiences must be described as precisely as possible in the ERA application form.

Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria will be taken into consideration and invited for an interview and a written test.

IV – INTERVIEW AND WRITTEN TEST

Candidates selected for the test phase including a structured interview and a written test will be assessed and scored on the basis of the following criteria:

1. For the interview:

- › Motivation;
- › **Hard skills:**
- › Ability to communicate in English (as proficient user-C1 level) and French (as independent user - B2 level);
- › Knowledge of budget planning, execution, monitoring and reporting processes.

Soft skills (only assessed during the interview):

- › Strong problem solving and organisational skills;
- › Proven ability to work in a team and in a multicultural environment.

2. For the written test:

- › Knowledge of budget planning, execution, monitoring and reporting processes;
- › Ability to extract and summarise information from available budget data, for further use in management decisions and for communication purposes;
- › Ability to assist in the analysis of complex financial issues and to propose appropriate solutions;
- › Proficiency in the use of standard MS office applications.

⁸ As the vehicular language of the Agency is English, minimum C1 level (in the 3 domains; Speaking, Writing and Understanding) in English is required

⁹ As French represents a relevant language of communication with internal and external stakeholders in the financial domain, minimum B2 level (in the 3 domains; Speaking, Writing and Understanding) in French is required

The scores for the interviews and the written test are established as follows:

- › Total score for the interview: **40 points** Minimum score to pass: **24 points (60%)**
- › Total score for the written test: **60 points** Minimum score to pass: **36 points (60%)**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached.

In order to assess your good knowledge of the French language, please note that one question will be asked in this language. Candidates are expected to reply in French.

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click here for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 16/03/2023	<i>Deadline for applications:</i> 14/04/2023 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD5	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed for a definite period of no more than 2 years. If renewed for a second time, the contract becomes indefinite	<i>Monthly basic salary:</i> 5.361,87 EUR at step 1 with a weighting factor of 16,8 % (from 01/07/2022) plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 14/04/2023 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve list:</i> The first 10 (indicative number) candidates will be placed on the reserve list which is valid until: 14/04/2025 with the possibility of extension
<i>Application procedure:</i> click here	<i>Selection procedure:</i> click here
<i>Appeal and complaint procedures:</i> click here	<i>Data protection:</i> click on Data protection European Union Agency for Railways (europa.eu) and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”