

Vacancy Notice

The European Chemicals Agency (ECHA) is the driving force among regulatory authorities in implementing the EU's groundbreaking chemicals legislation for the benefit of human health and the environment as well as for innovation and competitiveness. ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

In order to promote mobility of Temporary Agents between Agencies, the European Chemicals Agency (ECHA) wishes to inform staff from all EU Regulatory Agencies in category AD 8-10 of the following vacant post:

Reference number	Vacancy notice	Grade
ECHA/IAJM/2018/01	Accounting Officer	AD 8-10

The closing date and time for submission of applications for this call is 9 April 2018 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Accounting Officer maintains and controls the accounts and the accounting systems of the Agency and is responsible for fulfilling the duties described in the Agency's Financial Regulation.

In particular, s/he will be responsible for the following tasks:

- Keeping the accounts in accordance with the Agency's Financial Regulation;
- Preparing, presenting and signing (taking personal responsibility) for the annual accounts in accordance with the Agency's Financial Regulation;
- Collecting from the authorising officer all the information necessary for the production of accounts which give a true view of the Agency's assets and of budget implementation;
- Implementing, on the basis of the Agency's Financial Regulation, the accounting rules and methods and the chart of accounts in line with the provisions adopted by the accounting officer of the European Commission;
- Laying down and validating the accounting systems and, where appropriate, validating the systems laid down by the authorising officer to supply or justify accounting information;
- Proper implementation of payments, collection of revenue and recovery of amounts established as being receivable, including the recovery of VAT from the host Member State;
- Treasury management, including the Agency's cash-flow monitoring, liquidity planning and management of the Agency's cash reserves;

- Optimise the relevant accounting tools and draft relevant policies and procedures to provide advice, guidance and support to the other units when necessary;
- Maintaining the asset valuation of the agency including the value of in-house IT systems;
- Preparing cash-flow estimates and subsidy requests to the European Commission;
- Providing regular reporting on fee income to the Agency's management;
- Within the Finance Unit, leading the accounting team, being responsible for organising the accounting work, distributing tasks, and ensuring that they are performed in accordance with the required standards;
- Coaching, managing, training, motivating and assessing the assigned staff in the accounting team;
- Performing any other related activities.

2. Eligibility criteria

2.1. General requirements

The selection procedure is open to applicants who satisfy the eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)¹ which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 8-10).

2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule,

a) have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;

b) have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an *ex novo* contract.

2.2. Professional experience

Of your total professional experience, you must have at least six (6) years of professional experience relevant to the tasks listed in section 1².

¹ https://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

3. Selection criteria

If you meet the eligibility criteria set out in section 2, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to participate in the next steps of the selection (see section 4 of the Vacancy Notice).

- Your academic and professional qualifications and their relevance to the main areas of accounting work listed in section 1;
- Your professional experience: the range of fields covered, the length, type and level of accounting work done and its relevance to the areas of work listed in section 1.

The following will be considered as assets:

- Documented experience as chief accountant signing off on annual accounts;
- Accounting certification, such as ACCA, CPA etc., or a master's degree in accounting;
- Documented experience from working in an accounting function governed by the EU financial regulation;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described as precisely as possible in your application.

4. Interview criteria

If selected for interview, you will be assessed on the basis of the following criteria:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Excellent analytical skills³;
- Strong sense of responsibility, commitment and co-operation³;
- High degree of resilience, integrity and self-motivation³;
- Excellent command of spoken and written English.

Your ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by written tests.

² Relevant professional experience should be described in your application.

³ You can read more about the general competencies in place in ECHA through the following link: http://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf

5. Selection procedure

5.1. Admission to the selection procedure

Applications must be complete and validly submitted by the closing date for applications. Applications that do not meet the above criteria will be rejected.

If, at any stage in the procedure, it is established that the information in an application is incorrect, the applicant will be disqualified from the selection.

5.2 Assessment of Applications

Applicants admitted to the selection procedure will be assessed by a Selection Committee in an objective, impartial and transparent manner. The applications will be assessed against the criteria defined in section 3 "Selection criteria" of the Vacancy Notice. Evidence of any of the assets listed will gain additional credit. The most suitable applicants will be invited to an interview.

During the selection procedure, the Selection Committee will consider only the information provided by the applicants in their application specific to the profile in question.

5.3. Interview and Written Tests

During the interview, the applicants will be assessed against the criteria defined in section 4 "Interview criteria" of the Vacancy Notice. The interview will be held in English, but the knowledge of other languages may also be tested. Native English speakers will be tested for their second language skills.

In addition to the interview, applicants will undergo a practical test, in English, in the area of expertise required for the specific profile.

Applicants invited to an interview will receive an invitation, by e-mail, with the date, time and location of the interview.

The candidates invited for an interview are required to present an official proof of their current contract type and grade, as well as a proof of the latest payslip.

6. Applications

All interested candidates are invited to submit their application and find more information on ECHA's website at: <http://echa.europa.eu/web/guest/about-us/jobs/open-positions>, **by choosing the Inter Agency Job Market option** to submit their application.

The Inter Agency Job Market selection will run in parallel with the external selection, therefore the selection process used in the external selections will apply in the case of this Inter Agency Job Market selection.

7. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary

staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 19.9%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Implementing rules governing the engagement and use of temporary agents 2(f): https://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf
- Conditions of employment of Other Servants of the European Communities: https://activity.echa.europa.eu/sites/act-14/process-14-2/docs/2014/Staff_Regulations_EN_1January2014.pdf

8. Equal Opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of gender, 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.

9. Protection of Personal Data

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found 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 European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) No 45/2001⁴ 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 ECHA staff directly involved in the selection procedure in question shall have access to this data.

All personal data of the applicants will be stored for a maximum period of two years. For recruited candidates, the necessary documents are transferred to the agent's personal file, which will be kept until 10 years after the jobholder has terminated employment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (after the closing date of the application deadline, rectification is limited to identification data

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

however). To exercise these rights, contact the data controller at iajm@echa.europa.eu. Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.