



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D - Coordination and Corporate Services
D.2 - People and Workplace

Brussels
REA.D.2.001/LP

CALL FOR EXPRESSION OF INTEREST

JOINT SELECTION PROCEDURE CONTRACT AGENT - FGIII - FINANCIAL OFFICER

EA/III/2024/6 - FINANCE

I. SCOPE

The purpose of this Call for expression of interest is to draw up a reserve list for the position of Financial Officers, contract agents FG III.

JOB TITLE: FINANCIAL OFFICER
GRADE: FG III
LOCATION: BRUSSELS

Number of successful candidates sought: 100

II. GENERAL CONTEXT

The reserve list will be used to fill new vacant positions in the European Research Executive Agency (REA), the European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Education and Culture Executive Agency (EACEA), the European Innovation Council and SMEs Executive Agency (EISMEA) and the European Health and Digital Executive Agency (HaDEA). REA will coordinate the selection.

You can find further information on:

REA at: [European Research Executive Agency - European Commission \(europa.eu\)](https://european-research-executive-agency.europa.eu)

CINEA at: [European Climate, Infrastructure and Environment Executive Agency - European Commission \(europa.eu\)](https://european-climate-infrastructure-and-environment-executive-agency.europa.eu)

EACEA at: [EACEA - European Commission \(europa.eu\)](https://european-education-and-culture-executive-agency.europa.eu)

EISMEA at: [EISMEA - European Commission \(europa.eu\)](https://european-innovation-council-and-smes-executive-agency.europa.eu)

HaDEA at: [European Health and Digital Executive Agency - European Commission \(europa.eu\)](https://european-health-and-digital-executive-agency.europa.eu)

III. PROFILES AND DUTIES

As part of a team and under the supervision of a Head of Unit or Head of Sector, the successful candidate(s) will be asked to perform tasks and duties related to budget, finance, contracts, accounting, audit and control, which may include:

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - Act as financial officer to ensure that the relevant financial transactions are financially correct, in conformity with the grant agreement or contract, the financial regulation and related guidance.
 - Monitor expenditure as reported in cost statements and provide reasonable assurance that claimed costs comply with the contractual requirements.
 - Participate in the periodic monitoring and approval of internal procedures/good practices.
 - Keep the financial procedures for the Unit up to date with developments in the financial and legal aspects of the business.
 - Provide advice and technical support to staff having operational initiation and/or verification functions in all the financial processes: selection, preparation of contracts, commitment, reports assessment and payments, recoveries and visas.
 - Provide “on the spot” training or presentations.
 - Provide advice and technical support to beneficiaries and /or contractors to ensure the proper implementation of the financial aspects of the grant or contract.
 - Provide support to operational units and/or to the Agency’s staff on grant and contract financial and administrative management.
 - Ensure quality and consistency of financial and contractual data in/between different databases.
 - Follow-up of due and unpaid recovery orders (waivers procedures, enforced recoveries).
 - Participate in the accounting quality checks and contribute to the preparation of the “cut off” procedure.

- **BUDGET and FINANCE**
 - Encode relevant financial evaluation data for tender procedures.
 - Assist in the production of financial and budgetary reports.
 - Assist in the preparation and monitoring the financial aspects of Calls for Proposals and Calls for Tender, if required.
 - Extract and provide information, data or statistics on financial and contractual data.
 - Contribute to the preparation of reports or replies to information requests from the authorities of Member States, the general public and other EC services on budget and finance matters.
 - Contribute to the preparation of periodical and final implementation reports and ad hoc statistics and information, as well as briefings requested by the Agency.

- **AUDIT, CONTROL and INSPECTION**
 - Provide assistance for "on the spot" control and audit missions.
 - Assist in the collection of the necessary information for audit and control by European Commission services or by the European Court of Auditors or external auditors contracted by the European Commission.

- Implement audit findings; contribute to the analysis of financial aspects of controls and audit reports by Commission services, the European Court of Auditors and Member States.

IV. ELIGIBILITY CRITERIA

To be eligible, candidates need to comply with the general and specific conditions described under parts A and B below.

Only complete applications received before the closing date for applications will be considered.

A. General Conditions

The closing date for applications for this Call for expression of interest is 15/04/2024 (midday, CET). At this date and at the date of signature of a possible resulting employment contract, candidates must ⁽¹⁾:

- Be nationals of one of the Member States of the European Union;
- Enjoy full rights as citizens;
- Have fulfilled any obligations imposed on them by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Be physically fit to perform their duties;
- Produce evidence of a thorough knowledge of one of the languages of the European Union (at minimum [C1 level](#)) and a satisfactory knowledge of another language of the European Union (at minimum [B2 level](#)) ⁽²⁾ to the extent necessary for the performance of their duties.

B. Specific Conditions

On the closing date of this Call, candidates must comply with the following:

1. Education and professional experience

- Have a level of post-secondary education attested by a diploma ⁽³⁾,

or

- Have a level of secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of three (3) years ⁽⁴⁾.

⁽¹⁾ Article 82(2) and (3) of ‘Conditions of engagement’ of the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union

⁽²⁾ Please note that the minimum levels required above must apply to each linguistic ability. These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

⁽³⁾ Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, candidates will be requested to provide the documents that corroborate their eligibility and the information in their application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available on the [EPSO website](#).

⁽⁴⁾ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the Member States shall be taken into consideration.

2. European Personnel Selection Office (EPSO) Contract Agents Selection Tests (CAST) ⁽⁵⁾

- Have successfully passed the EPSO reasoning tests for contract agents for Executive Agencies in a valid ⁽⁶⁾ EPSO CAST Function Group III (FGIII) or higher;

or

- Have completed and validated the EPSO CAST online application form in Function Group III (FGIII) ⁽⁷⁾, in view of subsequent EPSO Contract Agent Selection Tests (CAST) (see section VII Selection Procedure below). The application must be updated at least once every 6 months by renewing interest on the EPSO portal.

V. SELECTION CRITERIA

Eligible applications will be assessed by a Selection Committee against the following selection criteria that apply on the closing date for applications:

A. Essential qualifications and experience relevant to the profile and duties

- Have professional experience of at least 2 (two) years in an activity directly related to the profile of the Call and to the duties described in section III “Profile and duties” of this Call;
- Have professional experience of budget, finance, contracts and/or accounting;
- Have a thorough knowledge of English (at minimum C1 level) ⁽⁸⁾.

B. Advantageous qualifications and experience relevant for the profile and duties

- Professional experience with the preparation and monitoring of grants or procurements including accounting and document management systems;
- Professional experience of financial procedures, providing advice and technical support on financial matters, management of financial data, audit control and inspection;
- Knowledge and/or experience of a research and innovation framework programme or other EU (for example CEF, LIFE, Horizon 2020, Horizon Europe, EACEA’s related programme, etc.) or national multiannual financing programmes;
- Additional qualifications, professional training, or additional professional experience in the field of Budget, Finance, Contracts and Accounting.

⁽⁵⁾ Registration for the EPSO CAST is a compulsory step in the selection and recruitment procedure of contract agents. For additional information, please consult the [EPSO CAST Permanent page](#).

⁽⁶⁾ “Valid” means that the EPSO CAST in the list <https://epso.europa.eu/en/successful-candidates/contract-agents-selections-lists> is not closed and that your application in your personal profile in the EPSO CAST you apply with is not outdated.

⁽⁷⁾ Candidates whose EPSO CAST profile is blocked due to failed tests during the pre-selection process of this Call for expression of interest and therefore cannot be invited by REA to EPSO to undergo the EPSO CAST testing, will be considered as not eligible regardless of the relevance of their CV.

⁽⁸⁾ Please note that the minimum levels required above must apply to each linguistic ability. These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

C. Job-related competencies

- Prioritisation and the ability to handle autonomously several simultaneous tasks in parallel;
- Capacity to deliver under pressure and accurately in demanding situations, within the set deadlines;
- Capacity to work as part of a team;
- Communication skills and upholding confidentiality.

The job-related competencies will be assessed during the interview.

VI. APPLICATION PROCEDURE

For applications to be valid, candidates must correctly complete the eligibility declaration on the e-Recruitment portal and must submit the following documents before the closing date for applications:

- A detailed curriculum vitae, in EU CV format ⁽⁹⁾, clearly indicating the type of work experience that is related to the profile and duties of the Financial Officer;
- The application form correctly completed and signed ⁽¹⁰⁾ (Annex I).

The filename must start with the surname of the candidate.

Candidates who fail to provide all requested and completed documents as specified above, by the closing date for applications, may be excluded from the selection procedure.

Applications must be submitted only through the e-Recruitment portal via the [link](#) published on the website Jobs at REA (europa.eu). Candidates are kindly requested to apply in English ⁽¹¹⁾.

The information on the selection procedure and its progress can be found on the [REA website](#).

The closing date for the submission of the applications is 15/04/2024 (midday, CET).

VII. SELECTION PROCEDURE

1. Eligibility check

The REA Selection & Recruitment team will, under the supervision of the Selection Committee, check the eligibility of the candidates based on the information provided on the eligibility declaration that is part of the application via the e-Recruitment portal.

2. Screening of applications by the Selection Committee

The Selection Committee will evaluate applications against the selection criteria (Section V, A and B), based on the information provided.

⁽⁹⁾ EU CV format is available on: [Create your Europass CV/Europass](#)

⁽¹⁰⁾ The Application form is subject to a comparative assessment by the Selection Committee and is used as a reference document by the Committee during the interview.

⁽¹¹⁾ See section VII.3

A maximum of 250 candidates that best match the selection criteria and that obtained the highest scores in the screening of applications will be admitted to the next phase.

This phase is eliminatory, the scores obtained will not count towards the final score at the interview stage.

3. Invitation to computer-based tests

Successful candidates at the screening phase, having applied to the Call for Expression of Interest in function group III in the EPSO CAST Permanent, will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the testing window corresponding to the present Call. Only candidates who have successfully passed the CAST tests will be admitted to the interview stage.

Successful candidates at the screening phase, that already have a valid EPSO CAST for the relevant function group or higher, will be directly invited to the interview stage.

4. Interview

All successful candidates at the screening phase who have successfully passed the FGIII EPSO CAST will be invited to the interview ⁽¹²⁾.

The interview will assess the suitability of candidates to perform the duties described under Section III “Profile and Duties” and Selection criteria (section V) of this Call, their specific knowledge related to the profile, their potential to progress in the function to be filled, their motivation and their language skills.

English is the vehicle language for the performance of the duties of a Financial Officer in managing multi-country and multi-partner research and innovation (R&I) projects/grants for which English is the vehicle language for communication within and with these project beneficiaries. A very good command of English is therefore essential. In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English.

5. Reserve list

After candidates’ supporting documents are checked, the Selection Committee will propose to the Authority Empowered to Conclude Contracts (AHCC) of REA a reserve list of maximum 100 candidates ⁽¹³⁾. The candidates that obtained the highest scores at the interview will be placed in the reserve list for future recruitments on vacant posts in the profile of the selection.

The reserve list will be valid for one year and will be available to all Departments of the participating Agencies according to their business needs. The validity of the list may be extended by REA AHCC.

As per the Agreement established between the participating Executive Agencies, and following the establishment of the joint reserve list, the lead Agency and all participating Agencies will immediately have direct access to the reserve list for

⁽¹²⁾ Where a number of candidates tie for the last available place, they will all be invited to the interview.

⁽¹³⁾ Where a number of candidates tie for the last available place, they will all be admitted to the reserve list.

possible further actions leading to recruitment. Successful candidates will be listed alphabetically.

Inclusion of candidates on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget, on the suitability of candidates for such posts. A second round of interviews may be organised by the recruiting Agency before an offer of an employment is issued.

Disqualification from the selection procedure:

You may be disqualified at any stage of the selection procedure if it is established that you:

- Failed to provide a valid application file within the deadline;
- Do not meet all the eligibility criteria;
- Made false declarations or declarations unsupported by the appropriate documents;
- Have failed to book or sit your tests;
- Have cheated during the interview;
- Attempted to contact a member of the Selection Committee in an unauthorised manner;
- Failed to inform the REA HR of a possible conflict of interest with a Selection Committee member.

VIII. EQUAL OPPORTUNITIES

The Executive Agencies apply a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Furthermore, the Executive Agencies offer an inclusive working environment founded on cultural diversity and equal opportunities. The implementation of these principles are fostered through internal integration actions that value colleagues' diverse backgrounds and personal beliefs.

The selection processes reflect the above values. The Executive Agencies encourage applications from highly qualified candidates and aim to assign future colleagues with responsibilities based on their skills, competences, professional experience and behaviour in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

IX. CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid EPSO CAST in the right Function group in order to be hired (see section IV "Eligibility criteria").

Any offer of employment shall be made by the AHCC of the recruiting Agencies on the basis of the reserve list.

The successful candidates may be offered a contract agent contract grade FGIII, pursuant to Article 3(a) of the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#) and according to the [general provisions implementing Article 79\(2\)](#)

[of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been adopted by analogy by all Executive Agencies ⁽¹⁴⁾.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Executive Agencies' lifetimes. Contract Agents 3(a) must serve a probationary period of nine months.

The monthly salary for a Contract Agent 3(a) FGIII – grade 8 consists of a **basic salary of EUR 3.111,21 (if classified in step 1)**.

The basic salary is supplemented, as applicable, with possible various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source.

Contract Agents 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agencies have their activities.

For further information on working conditions of contract staff, see the Agencies' websites or the website of the European Personnel Selection Office ([EPSO](#)).

X. REQUEST FOR REVIEW

Regarding any decision taken by the Selection Committee that establishes candidate's results and/or determines whether a candidate can proceed to the next phase of the selection or is excluded, requests for review must be submitted within 10 calendar days of the date on which the contested decision was communicated to the candidate. In the request, the candidate must provide the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary. Requests received after the deadline, or which are not clear enough to identify the alleged error will not be taken into account.

Requests for review must be sent to REA-TALENT-SELECTION@ec.europa.eu

XI. APPEAL PROCEDURES

- **Complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union (SR).**

⁽¹⁴⁾ CINEA Steering Committee Decision – SC(2017)015, EACEA Steering Committee Decision of December 2017 – EA_2017_SC04_D4ia, EASME Steering Committee Decision of 14 December 2017 (which remains applicable to EISMEA), HaDEA Steering Committee of 26/02/2021, REA Steering Committee Decision-REA/SC(2017) 4.5.

Candidates may submit a complaint on the basis of Article 90(2) of the Staff Regulation, which is to be sent as a single copy using one of the following methods:

By post to:

REA Director – Mr Marc TACHELET
Reference: EA/III/2024/6 – Financial Officer

SB34 08/P198
Blvd Simon Bolivar
1049 Brussels
Belgium

Or by email to: REA-TALENT-SELECTION@ec.europa.eu

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the [website of the General Court](#) ⁽¹⁵⁾.

- **Complaint to the European Ombudsman**

Candidates, like any citizen of the Union, may lodge a complaint to the European Ombudsman.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

For arrangements for complaints to the Ombudsman, candidates may consult the [website of the European Ombudsman](#) ⁽¹⁶⁾.

XII. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at the REA. The personal information requested from candidates will be processed in line with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Candidates should refer to the Data Protection Notices of the REA which are available on

⁽¹⁵⁾ <https://curia.europa.eu/jcms/>

⁽¹⁶⁾ <https://www.ombudsman.europa.eu/en/home>

the [public central register of records](#) and explain how the REA processes personal data in relation to selections and recruitment.

The processing in the context of the inter-agency joint selections concerns only the selection phase until the establishment of reserve lists. The Executive Agencies participating in this type of selection act as joint controllers. The reserve lists are kept and managed by the lead Agency (REA) and shared as appropriate with the associated Agencies. The recruitment processes are managed by each Agency and subject to their specific data protection records and notices.

REA draws to your attention that the resulting reserve list of successful candidates, after being shared with EACEA, EISMEA, CINEA and HaDEA, may also, at a later stage, be shared between the Executive Agencies that could be interested in your profile and may therefore contact you. This would involve the processing of your data (name, last name and CV). Please note that you can object to this processing by sending an email to REA-TALENT-SELECTIONS@ec.europa.eu.



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D - Coordination and Corporate Services
D.2 - People and Workplace

**ANNEX 1
 APPLICATION FORM**

EA/III/2024/6 – Finance

Please complete this form carefully by answering in detail, giving as precisely as possible all relevant information such as dates, titles of diplomas, description of tasks and duration of your professional experience, qualifications, skills, knowledge and other relevant information.

Candidates are kindly requested to reply to the questions below in English. Where information you provide is relevant to more than one question, you need to duplicate this information in each section of the form, as the assessment of your qualifications against a specific criterion is solely based on the information you provided in that section.

Surname and First Name:

Nationality:

Gender: M F Other Prefer not to disclose

Education and professional experience¹

I have a level of post-secondary education attested by a diploma

Please specify:

or

I have a level of secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of three (3) years

Please specify:

¹ Only study titles that have been awarded in 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.

LANGUAGE KNOWLEDGE²

*Please indicate all the languages you know

<u>Languages</u>	<u>L1 (mother tongue) *: </u>					<u>L2*: </u>					<u>L3*: </u>					<u>L4*: </u>				
	Listening	Reading	Spoken Interaction	Spoken Production	Writing	Listening	Reading	Spoken Interaction	Spoken Production	Writing	Listening	Reading	Spoken Interaction	Spoken Production	Writing	Listening	Reading	Spoken Interaction	Spoken Production	Writing
A1																				
A2																				
B1																				
B2																				
C1																				
C2																				

<p>1. Do you have professional experience of at least 2 (two) years in an activity directly related to the profile of the call and to the duties described in section III “Profile and duties” of this Call?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?</p>	

² Please note that the minimum levels required above must apply to each linguistic ability.

These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

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2. Do you have professional experience of budget, finance, contracts and/or accounting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?	

3. Do you have a satisfactory knowledge of English (at minimum C1 level) ³ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Do you have professional experience with the preparation and monitoring of grants or procurements including accounting and document management systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?	

³ Please note that the minimum levels required above must apply to each linguistic ability.

These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

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5. Do you have professional experience of financial procedures, providing advice and technical support on financial matters, management of financial data, audit control and inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?

6. Do you have knowledge and/or experience of a research and innovation framework programme or other EU (for example CEF, LIFE, Horizon 2020, Horizon Europe, EACEA's related programme, etc.) or national multiannual financing programmes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) knowledge and/or experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?
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7. Do you have additional qualifications, professional training, or additional professional experience in the field of Budget, Finance, Contracts and Accounting	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, can you please demonstrate (by using concrete examples) how you have acquired this (these) additional qualifications, professional training(s), or additional professional experience(s), and for each occupation indicate their start and end dates, the name of employer, the country of employment and whether it was full-time or part-time?

Declaration: I declare in my word of honour, that the information provided above is true, complete and correct.

Date:

Signature: