



RECRUITMENT

THE EUROPEAN FISHERIES CONTROL AGENCY - EFCA - IS A EUROPEAN UNION BODY ESTABLISHED IN 2005 TO ORGANISE OPERATIONAL COORDINATION OF FISHERIES CONTROL AND INSPECTION ACTIVITIES BY THE MEMBER STATES AND TO ASSIST THEM TO COOPERATE SO AS TO COMPLY WITH THE RULES OF THE COMMON FISHERIES POLICY IN ORDER TO ENSURE ITS EFFECTIVE AND UNIFORM APPLICATION.

The Agency follows the personnel policy of the Staff Regulations applicable to European Institutions and Bodies. The successful candidates will be offered a post on the basis of these Staff Regulations.

The EFCA is organising an external selection to fill one or more similar post(s) to constitute a reserve list of a maximum of 8 candidates for the following position:

EFCA – TA – AD 9 - 1601 – ACCOUNTING OFFICER

The Agency will welcome applications from highly motivated candidates to participate in the development of EFCA.

Candidates are recruited on the condition they have full rights as a citizen. Candidates must have fulfilled any obligations imposed on them by law concerning military service and meet the character requirements for the duties involved.

The EFCA has an independent and separate recruitment process from other EU institutions or other EU agencies.

In its recruitment, the EFCA only considers applications relating to positions which have been advertised, which means that unsolicited applications are not processed, with a view to maintain equal treatment of applicants. If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under the provisions of Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities addressed to the Executive Director of the EFCA.

1. Conditions of employment

The successful applicants will be appointed as Temporary Staff members of EFCA, according to the provisions of Article 2(f), Title I of the Conditions of Employment of other servants of the European Communities (CEOS). They must abide by the obligations of the Staff Regulations including the provisions regarding conflict of interest.

The successful candidates will be recruited in the grade mentioned in the title of the offered position.

Recruitment follows the rules and practices of EU Institutions and bodies and successful candidates are offered three-years renewable contract as Temporary Agent. The place of employment is Vigo, Spain.

2. General conditions for applications

Candidates may apply only where meeting the following criteria for consideration of their application:

A. Conditions

You must be a national of one of the Member States of the European Union or of Iceland or Norway.

You must be entitled to your full rights as a citizen.

You must have fulfilled the obligations imposed on you by law concerning military service.

You must meet the character requirements relating to the position you apply for.

You must submit a completed application for each post applied for.

Candidates may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process, as the Agency follows a practise of using English as working language. However candidates are also requested to state their educational qualifications and positions held in the language of origin.

The Agency is an equal opportunity employer and accepts applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless any kind of disability.

If you are invited to an interview, you will be asked to submit supporting documents to prove the information provided in your application.

B. Submission of applications

Each application shall contain the following documents:

1. A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/home>),
2. A duly completed and signed declaration of honour,
3. A motivation letter of 2 pages maximum including a clear mention of the post applied for and of your address for correspondence and for invitation to interview.

These three documents should be sent by electronic mail only to:

EFCAVACANCIESTA@efca.europa.eu

Please mention in the subject line your last name followed by the position reference:

→ FAMILY NAME – EFCA-TA-XXX-XXXX

Please, note that only complete applications containing the above mentioned documents and information required will be taken into account.

The closing date for submission of the applications is: **9 MAY 2016 at 24:00h** (Brussels time)

3. Selection procedure

A. Selection

A selection board is set up for the selection procedure. The principle of confidentiality is enshrined in Article 6 of Annex III to the Staff Regulations, which states that the proceedings of the selection board

must be secret. It works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the selection board to ensure that its decisions are totally impartial.

The selection board adheres strictly to the conditions of admissions laid down in the publication notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not be automatically eligible.

The applicants are informed on the composition of the selection board. Interviews are planned to take place around second half of June 2016. Candidates are not allowed to contact personally members of the selection board, either directly or indirectly, in relation to the competition. Any infringement of this rule constitutes ground for disqualification from the selection procedure.

Should the selection board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

The selection board decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the publication notice. The applications of the candidates admitted to the selection procedure are reviewed and the selection board decides on those candidates who are invited to attend for interview. Only short-listed candidates will be contacted.

The interviewees will be asked to undergo a written test involving at least an anonymous qualifying part, a part aiming at assessing the specific competences required for the job and a part aiming at assessing the general competencies required for European Union temporary staff. These parts may be grouped into one or more parts.

Following the interviews, a reserve list of suitable candidates will be set up.

B. Reserve list and recruitment

Each candidate interviewed will be informed by letter whether or not he/she has been placed on the reserve list. The validity of the reserve list is up to 2 years from the date of the letter informing the candidate and may be extended. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time. Candidates should note that inclusion on the reserve list does not guarantee recruitment. The recruitment procedure is as follows: as and when funds become available, candidates on the reserve list will be considered and the reserve list will be drawn on to fill vacancies. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

The Agency employs Temporary Agents in accordance with the Conditions of employment of other servants of the European Communities, on 3 years' contracts with the possibility of extension for 3 further years and the possibility of a second extension which would convert these contracts into indefinite contracts.

Successful candidates who are recruited undergo an initial probation period of 9 months.

C. Pay and welfare benefits

The pay of staff members consists of a basic salary weighted by the correction coefficient (for Spain currently 90,2 %) and of additional allowances and deductions.

- **Basic Salary:** There is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade. The basic monthly starting salary for the first step is 7.357,45 Euro and for the second step 7.666,73 Euro in the grade AD9 (figures in Euro valid as of 1 January 2016 do not include any allowances).

Temporary Agents at EFCA shall be appointed to the grade set out in the notice of the selection procedure they have passed. In accordance with Art. 32 of the Staff Regulations a Temporary Agent shall be recruited at the first step in his grade. EFCA may allow additional seniority up to a maximum of 24 months (which corresponds to one additional step above step 1) to take account of professional experience. Any duly certified professional activity connected with one of EFCA's areas of activity shall be taken into account. Any given period may be counted only once.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance (depending whether the candidate has left his/her Member State to take up employment with the EFCA), and family allowances (depending on personal circumstances): household allowance, dependent child allowance, preschool allowance, education allowance.

Deductions: The salaries of staff members are subject to a Community tax deducted at source. Staff members are exempt from national tax on salary and contribute as members of the Community social security to insurances and the pension scheme.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information can be obtained from the web site of the EFCA. Furthermore, the following link gives you access to information on the European Civil Service and the Staff Regulations:

http://ec.europa.eu/civil_service/index_en.htm

Important:

Please, take note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.

Please note that the selection process may take some time to be completed and that no information will be released during this period. Once a selection process has been completed, its status will be displayed on the web site of EFCA.

D. Data Protection

Please take note of the [information on data protection](#) for candidates in EFCA recruitment procedures.

4. Specific requirements and details of positions offered

Job description

Overall purpose:

In accordance with the Financial Regulation of the Community Fisheries Control Agency (in the following "Financial Regulation") and internal rules of the Agency, the Accounting Officer sets up, structures and maintains the Agency's accountancy and financial system.

S/he fulfills the duties assigned through the Financial Regulation and maintains the smooth functioning and high quality of accountancy and finance, thus contributing to achieve the objectives of the work programmes and the general objectives of the EFCA.

Functions and duties:

Reporting to the management of the Agency, the jobholder will be responsible in particular to:

- Implement payments, collection of revenue and recovery of amounts established as being receivable;

- Keeping, preparing, presenting and signing the annual accounts in accordance with the EFCA's Financial Regulation;
- Collecting from the Authorising Officer all the information necessary for the production of accounts which should give a true and fair view on the Agency's net assets, financial performance, cash position and of budget implementation;
- Organising the closure of the accounts involving all in-house financial players;
- Ensure the implementation within the Agency of the accounting rules, policies and methods and of the applicable chart of accounts;
- Ensure a high quality contribution to the Annual Report;
- Oversee the validation of transactions and their appropriate overall impact on the accounts;
- Ensure the execution of accounting transactions and reconcile outstanding transactions; ensure the end-of-year closing;
- Execute the treasury management (manage bank and cash accounts);
- Lay down and validate the accounting systems and tools in view of the requirements and guidance set by the European Court of Auditors and by the European Commission (Internal Audit Service);
- Present regularly accounting quality reports for management use regarding tangible/intangible assets, cash position, financial ratios, payments statistics and other accounting info;
- Maintain contacts with the Authorising Officers and cooperate with the European Commission (DG Budget – DG MARE), auditors, internal services and other stakeholders;
- Optimise relevant accounting tools, contribute to change projects and to the preparation of the work programmes and budget; contribute to the planning and monitoring the functioning of the financial circuits, including the management of financial delegations;
- Follow up relevant accounting regulations and instructions and their changes, participate in the interagency network of Accounting Officers, deliver advice to the management or internal training.

Job environment

The jobholder will work in the premises of the Agency in Vigo, Spain. The duties are being performed in a multinational environment, under the Staff regulations and other frameworks of the EU legislation. The job may include missions abroad. The main working language of the Agency is English. The exercise of the function and duties is subject to the appointment of the jobholder as Accounting Officer by the Administrative Board of the Agency.

Qualifications and experience required

A. Eligibility criteria

- University degree of a minimum duration of four years of study or professional training of an equivalent level;
- At least twelve years' relevant professional experience after obtaining the required level of education;
- Thorough knowledge of English with a good knowledge of at least one other official language of the European Union.

B. Selection criteria

Essential:

- Proven experience related to the function and duties as mentioned above;

- Excellent knowledge of the EU Financial Regulation, EU accounting rules and International Public Sector Accounting Standards (IPSAS);
- Ability to work under pressure and manage the portfolio of the duties in an independent manner;
- Excellent sense of responsibility and initiative, honesty and probity with regard to the protection of the Agency's financial interests;
- High sense of confidentiality;
- High degree of organisational skills, accuracy and ability to analyse, compile and summarize complex financial information;
- Effective communication and good inter-personal skills.

Advantageous:

- Post-graduate qualification in the domain of accountancy;
- Practical experience of financial audit methodology and audit techniques;
- Proficiency in software applications related to finance and accounts such as ABAC/SI2, SAP (FI module) and Business Objects.