



## **EUROPEAN AVIATION SAFETY AGENCY VACANCY NOTICE REF.: EASA/AD/2007/075**

### **Accounting Section Manager (F/M) Temporary Agent AD 9**

Applications are invited for the post of **Accounting Section Manager** within the **Administrative Directorate** of the European Aviation Safety Agency established by European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (*OJ L 240, 7.9.2002*) on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. The Agency is located in Cologne, Germany.

#### **The Agency:**

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material to facilitate the implementation of its objectives.

For further information, please refer to our website: <http://www.easa.europa.eu>

#### **The Administrative Directorate:**

The Administrative Directorate provides for a strong infrastructure on which to build the organization, managing facilities, human resources, finance, information technology, procurement and outsourcing contracts.

#### **Job description:**

The jobholder will report to the Chief Financial Officer and will ensure the smooth running, maintenance and development of the tools needed to provide the budgetary aggregates and other data from the Agency's financial system. Her/His duties will cover two main missions:

1. She/He will act as the Accounting Officer of the Agency as defined in its Financial Regulation. In this position she/he will be responsible for:

- Centralising and verifying the accuracy and relevance of accounting information to be presented to the Agency's management, the Management Board and the European Commission's Accounting Officer;
- Implementing payments and treasury management;
- Collection of revenue and the recovery of amounts in a timely manner;
- Preparing, maintaining, updating and presenting the accounts, including the establishment of the financial statements on an accrual basis;
- Laying down accounting rules and methods with a view to improve efficiency of accounting work, high level of internal control and exhaustivity, integrity, reliability of financial information;
- Overseeing the validation of transactions and verification of their overall impact on the general accounts;
- Participating in the budget discharge procedure and liaise with the services responsible in the European Commission and the European Court of Auditors concerning accounting matters;
- Leading a team of 5 to 6 people: prepare individual performance objectives, validate appraisal reports and propose a coherent development and training plan to the management;

- Developing the notion of accountability and customer service and improve team spirit and cooperation;
- Implementing IT projects related to financial systems and ensuring their compliance with the standards set by the European Court of Auditors and the EC Internal Audit Service;
- Assisting with the preparation of the multi-annual work programme and the preparation of the preliminary draft budget;
- Representing the Agency in inter-agency co-operation activities related to IT accounting projects and accounting matters.

2. The job holder will be responsible for the implementation of the detailed analytical accounting system of the Agency.

One of the core missions of the Agency is the delivery of airworthiness certificates for products or approvals of organisations involved in the design, production or maintenance of airworthy products. The European Fees and Charges Regulation 488/2005 requests that the Agency implement analytical accounts in order to identify all costs, direct, indirect and specific, arising out of certification tasks.

The detailed analytical accounting will provide the Agency with a tool, which is necessary to assess the cost of certification at various levels of activities or products. Subsequently this will verify that the level of fees and charges is adequate at those various levels.

The job holder will, in particular:

- Be responsible for the preparation of the analytical results of the Agency;
- Ensure that those results are strictly in line with the financial statements.

### **Qualifications and experience required:**

#### **A. ELIGIBILITY CRITERIA:**

A1 At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of professional experience;

#### OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 13 years of professional experience;

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.<sup>1</sup>

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein, or Switzerland;
- Be entitled to his or her full rights as a citizen<sup>2</sup>;
- 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<sup>3</sup>.

<sup>1</sup> In addition, in order to be eligible to their first promotion staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

## B. SELECTION CRITERIA:

### ***Essential***

- The professional experience required under section A1, must have been acquired in a similar technical environment to that of the activities outlined in the job description with a minimum of 5 years worked in positions in an international organisation or business;
- Proven knowledge of information technology and large accounting systems as well as professional experience with either SAP or other ERP;
- Motivated and dynamic with strong aptitude for team work;
- Ability to work under pressure and manage his/her responsibilities;
- Detail oriented and ability to analyse accounting and/or financial information;
- Rigorous approach and strong analytical skill;
- Proven experience in leading financial and accounting staff;
- Capacity to give strong technical support to his/her team in terms of accounting methodology as well as the presentation and control of results;
- Good command of both written and spoken English.

### ***Advantageous***

- University degree in business administration, preferably with a strong component in accountancy or advanced qualifications in chartered accountancy;
- Good knowledge of EU financial regulations as well as EU budgetary procedures;
- Experience with internal accounting control and auditing (including optimisation of methods and organisation);
- Experience with a rapidly changing, highly computerised environment;
- Accustomed to different accounting practices, with a comprehensive grasp of information flows;
- Experience in the field of analytical accounting and work with standard cost, preferably in a service activity;
- Professional experience in international organisations and multicultural environments;
- Knowledge and understanding in the public sector administrative, budget and/or finance procedures and tools.

### **Engagement and the conditions of employment:**

A contract offer will be made as a member of the temporary staff pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities<sup>4</sup> for a five-year period, which may be renewed. The probationary period is 6 months. **The successful candidate will be recruited in grade AD 9.** The basic monthly salary for grade AD 9 (step 1) is € 6574,76. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

Also the EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The

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<sup>3</sup> Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

<sup>4</sup> For further information refer to: [http://ec.europa.eu/dgs/personnel\\_administration/publications\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/publications_en.htm)

established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2008 (the validity of the list could be extended). For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

**Declaration of commitment to serve public interest independently:**

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

**Commitment to promote equal opportunities:**

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: Industry, National Aviation Authorities, public or private sectors, self-employment, etc.

**Selection Procedure:**

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates who meet all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

**Submission of application:**

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form<sup>5</sup>;
- a motivation letter of no more than one page, preferably typed, explaining why the candidate is interested in the post and what her/his added value would be to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

**Do not send supporting documents with your application** (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents

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<sup>5</sup> This document is available on the following website: [http://www.easa.europa.eu/home/career\\_opp\\_en.html](http://www.easa.europa.eu/home/career_opp_en.html)

supporting every educational achievement and work experience they have referred to in the application.

**Closing date:**

Applications must be sent no later than **29/11/2007**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

**Mail and registered mail:**

European Aviation Safety Agency  
Human Resources - Recruitment Section  
**Ref.: EASA/AD/2007/075**  
Postfach 10 12 53  
D-50452 Cologne, Germany

**Courier and parcel delivery:**

European Aviation Safety Agency  
Human Resources - Recruitment Section  
**Ref.: EASA/AD/2007/075**  
Ottoplatz 1  
D-50679 Cologne, Germany