

## **JOB DESCRIPTION**

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**Name of the Post:**            **Second Officer in the Finance Unit (CG5)**  
**Reporting to:**                **First Officer in the Finance Unit**  
   **Head of the Finance Unit**

1.    Purpose of the post
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### **1.1. Finance Unit and Budget Administration Group**

The tasks of the Finance Unit encompass all issues regarding the management of the financial resources of Europol and the pension fund. Included within the Unit is the Budget Administration Group, which is responsible for the establishment and the implementation of the budget. This also includes the calculation of the mission reimbursement claims and the coordination of the requests for translation with the Translation Centre for the Bodies of the European Union (CDT).

### **1.2. Second Officer Budget Administration**

The Budget Administration Group is seeking to fill a Second Officer vacancy.

The successful candidate will be responsible for processing mission applications of Europol staff and will calculate the amounts to be reimbursed according Europol's Travel Policy.

He/she will also support the Budget Administration Group by assisting the registration of proposals for commitments, invoices, payment orders, etc. in the financial system and by carrying out the necessary quality control.

Finally, the successful candidate might be asked to coordinate the requests for translations with the Translation Centre for the Bodies of the European Union as well as to carry out a number of other administrative tasks.

The job description might be reviewed as a consequence of the implementation of the Europol Council Decision and the post holder might therefore be expected to perform tasks comparable to the ones outlined on this job description in line with personal and professional skills.

## 2. Tasks and Responsibilities

The successful applicant will have to carry out the following main duties:

### **Travel related tasks**

- Enter mission applications into the financial system;
- Calculate the amounts to be reimbursed to the staff members of Europol according to the Europol Travel Policy;
- Fix the amounts to be reimbursed by third parties.

### **Support to the budget administration**

- Assist with the registration of proposals for commitments, invoices, payment orders, etc. in the financial system;
- Carry out the necessary quality control;
- Assist with the production of statements of revenue and expenditure and other documentation needed for the supervision of the budget implementation.

### **Coordination of Europol's requests for translation**

- Manage the document flow between Europol and the CDT in relation to Europol's translation requests
- Follow up on Europol's translation requests;
- Check the invoices of the CDT and initiate the payment procedure.

### **Other administrative tasks (not limited)**

- Assist with the preparation of meetings including minute taking (e.g. meetings of the Financial Committee);
- Maintain the homepage of the Finance Unit on the intranet;
- Manage the archive of the unit;
- Handle correspondence including drafting of briefing notes etc.

## 3. Requirements

### 3.1 General requirements (Art. 24 of the Europol Staff Regulations)

The post holder should:

- **Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;**
- **Have an excellent oral and written command of at least two official languages of the European Union, including English;**
- **Have fulfilled any obligations imposed on him/her by the laws concerning military services;**
- **Produce appropriate character references as to the suitability for the performance of the duties;**
- **Be physically fit to perform the duties;**
- Possess a level of post-secondary education attested by a diploma. Where no such diploma has been obtained a level of secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of at least 3 years will be considered as equivalent;
- In addition to the above possess at least 3 years of relevant professional experience.

### 3.2 Specific skills and competencies required for the post:

The post holder should have:

#### a. Professional experience:

##### **Essential:**

- Experience in administration related to the reimbursement of travel costs;
- Experience in handling financial documents (commitments, invoices, debit notes, etc.);
- Experience in working in an international environment, preferably within the European Commission (EC);
- Experience in taking minutes of meetings;
- Experience in drafting correspondence, particularly briefing notes and memos.

**b. Professional knowledge:**

**Essential:**

- Knowledge of the EC Financial Regulations, especially the Commission Regulation 2343/2002 of 23 December 2002 on the framework Financial Regulation for the bodies referred to in Art 185 of Council Regulation 1605/2002.

**Desirable:**

- Knowledge of at least one travel policy applicable in the public sector, preferably in an EC environment.

**c. Technical skills and competencies:**

The post holder should:

**Essential:**

- Possess the ability to organise and manage work in an efficient manner, to meet deadlines and to establish clear priorities;
- Be quality oriented and accurate with an eye for detail;
- Be a proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.

**Desirable:**

- Have working knowledge of the financial management system MS Navision and/or SAP.

**d. Social skills and competencies:**

**Essential:**

- Be friendly, polite and customer focused;
- Be stress resistant, with the ability to remain calm and focused under pressure and to handle a heavy work load;
- Be discrete and objective;
- Possess good written and oral communication skills;
- Display loyalty and a high degree of team spirit;

- Be capable of co-operating with other colleagues from different cultural backgrounds while displaying a high degree of integrity at all times

#### 4. Salary

##### **Scale: 8**

The basic salary is EUR 4 065, 35.

**(Tax deductions and social contributions within Europol amount to approximately 10-15%)**

In addition, when relevant, family allowances can be granted:

- 5% of the basic salary – household allowance;
- EUR 284.20 (net) - per dependant child;
- EUR 617.83 (net) – expatriation allowance

Additional benefits (annual trip home, education allowance, rent and other allowances, excellent health insurance, etc.)

#### 5. Additional Information

##### **5.1 Main dates:**

Deadline for application:	10 June 2009
Recruitment procedure:	25 & 26 June 2009
Starting date of employment:	1 August 2009

##### **5.2 Contact Details:**

Should you have further questions on the details of the above position, or should you require any guidance on completing the application form please consult the **EUROPOL RECRUITMENT GUIDELINES** on [www.europol.europa.eu](http://www.europol.europa.eu) or call +31 (0) 70 302 5298 or +31 (0) 70 353 1628.