

VACANCY NOTICE

CONTRACT AGENT

The European Banking Authority (“the EBA”) is looking for:

FINANCE ASSISTANT

Reference procedure	OPER FP CA-44-2023
Type of contract	CONTRACT AGENT (CA) ¹
Function group	FG III
Duration of contract	3 years, with possibility of extension
Place of employment	Paris, France
Deadline for applications	Extended to 8 February 2024 at 23h59 (Paris time) 8 January 2024 at 23h59 (Paris time)
Estimated starting date	1 May 2024
Reserve list valid until	31 December 2024

WHAT IS THE EBA?

The EBA is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010².

With a view to improving the functioning of the European Union internal market, the EBA works to ensure a high quality, effective and consistent level of regulation and supervision in its areas of competence. It also promotes public values such as the stability of the financial system, the transparency of markets and financial products, and the protection of depositors and investors.

It works to prevent regulatory arbitrage and guarantee a level playing field, strengthens international supervisory coordination, promotes supervisory convergence, and provides advice to the Union institutions in the areas of banking, payments and e-money regulation and supervision and related corporate governance, auditing and financial reporting issues.

As an integral part of the European System of Financial Supervision (ESFS), the EBA works closely together with its sister authorities, the European Insurance and Occupational Pensions Authority (EIOPA) and the European Securities Market Authorities (ESMA), as well as the Joint Committee and the European Systemic Risk Board (ESRB).

Further information on the EBA is available on the EBA website: www.eba.europa.eu.

¹ According to the Article 3(A) of the Conditions of Employment of Other Servants of the European Union (CEOS).

² Regulation (EU) No 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/78/EC (OJ L 331, 15.12.2010, p. 1).

WHAT IS THE JOB ON OFFER?

Main purpose

As a member of the Operations Department, the Finance assistant will report to the Head of Finance & Procurement Unit working in the budget execution area, with a key role as part of the team processing financial transactions.

Main responsibilities

- To carry out financial initiation of transactions: budgetary transfers, commitments, payments, recovery orders;
- To provide support and assistance to operational initiation of financial transactions;
- To register third party invoices and credit notes;
- To process requests for legal entity (LEF) and bank account files (BAF);
- To liaise with operational actors in budget planning, monitoring budget execution, and contract management;
- To take part in periodic ex-post control exercises;
- To contribute to the development and implementation of financial procedures;
- To assist with EBA response to financial and other audits;
- Other tasks as may be required, which may necessitate a good knowledge of Microsoft Excel and Word.

WHAT DO WE OFFER YOU?

The EBA is an equal opportunities employer and is dedicated to recruit, develop and retain a diverse and talented workforce by upholding principles of equal opportunity and impartiality. To this end, the EBA warmly welcomes applications from all qualified candidates, regardless of age, gender identity or expression, sexual orientation or identity, disability, ethnic or social origin, religion or belief, and cultural background. All EBA staff members are committed to fostering an open and inclusive workplace culture. The EBA encourages the applications of women for positions where they are currently under-represented. For more information, please refer to <https://www.eba.europa.eu/about-us/diversity-and-inclusion>.

If you consider yourself to have a physical, mental, intellectual or sensory disability, please indicate any adjustments or arrangements needed, relating to your disability, to EBA-vacancies@eba.europa.eu, so that the EBA can ensure your full and equal participation in the selection process.

The EBA, as an EMAS registered organisation, is committed to continuously improving its environmental performance and reducing its carbon footprint. For more information, please refer to <https://www.eba.europa.eu/about-us/sustainable-eba>.

As part of the EBA team, you will play an active role in an organisation that makes a difference to the life of all EU citizens/consumers by contributing to financial stability across the EU and safeguarding the integrity, efficiency, and orderly functioning of the EU banking sector.

You will have the opportunity to change perspectives, to expand your network, to benefit from an enriched experience in a multinational and multicultural environment, to develop your career as well as new competencies.

Furthermore, you will be joining the EBA at an exciting time as the Authority expanded its mandate with the implementation of the European Markets in Crypto-Assets Regulation (MiCA) and the EU Digital Operational Resilience Act (DORA).

You will live in Paris. The French capital is one of the most inspiring cities in Europe. A walkable and well-connected city with close proximity to other countries in Europe, Paris offers a vivid cultural and culinary experience with its abundance of museums, architectural richness, sparkling monuments such as the Eiffel Tower, top designer shops, and beautiful parks.

The EBA is located at 20 avenue André Prothin, 92400, Courbevoie, France (Floors 24 to 27 of the EUROPLAZA tower), in “La Défense” area, the largest business district in Europe and the fourth largest in the world.

Your contract will be for a duration of 3 years and can be extended for an additional 3 years. Any further extension would be indefinite.

You will benefit from work-life balance with teleworking flexibility, learning and development opportunities such as language trainings, social integration as well as free access for children to the [European school](#) facilities.

As an indication, your basic monthly salary before any deductions or allowances can be found [here](#). In addition to the basic salary, you may be entitled to a correction coefficient applicable to France and various allowances, such as expatriation allowance, household allowance, and family allowances.

More information about your rights and obligations can be found in the [Staff Regulations and the CEOS](#).

WHAT ARE THE SELECTION REQUIREMENTS?

Applications will be assessed based on the Eligibility and Selection criteria specified in this vacancy notice.

Eligibility criteria

To be considered eligible, candidates must satisfy all the criteria listed below by the deadline for submitting applications:

General

- Be a national of a Member State of the European Union³ or Iceland, Liechtenstein, Norway⁴;
- Be entitled to your full rights as a citizen⁵;
- Have fulfilled any obligation imposed by applicable laws on military service;
- Have a thorough knowledge⁶ of English⁷ and a satisfactory knowledge⁸ of another official language^{9 10} of the European Union;
- Have the appropriate character references as to your suitability for the performance of your duties;

³ Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

⁴ Due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates with UK nationality who do not hold the nationality of a Member State of the European Union or Iceland, Liechtenstein, Norway (EEA countries), are not eligible for calls for applications at the EBA because they do not fulfil the requirements of Article 12 (2)(a) of the Conditions of Employment of Other Servants.

⁵ Prior to appointment, the successful candidate will be asked to provide an official document showing the absence of any criminal record.

⁶ The knowledge is required at least at C1 level. The assessment at C1 level is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#).

⁷ English is the working language of the EBA. [Decision EBA DC 003 of the Management Board on Internal Language Arrangements](#).

⁸ The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#).

⁹ The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

¹⁰ Native English speakers will be tested to prove their second language skills.

- Be physically fit to perform the duties linked to the post¹¹.

Qualifications¹²

To be eligible, a candidate must have:

- A) A level of post-secondary education attested by a diploma, or;
- B) A level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years.

Selection criteria

In addition to the eligibility criteria above, the following selection criteria will be used. **Candidates are required to clearly indicate in their CVs how they acquired the knowledge and experience allowing them to meet the selection criteria mentioned below, by indicating the range of tasks covered, and their relevance to the functions and duties of this position, and by giving specific examples.**

Essential technical competencies criteria:

- At least three years of full-time professional experience in an EU institution/body, working on tasks similar to those mentioned under the heading of 'Main responsibilities';
- At least three years of hands-on experience working with financial management systems (ABAC, MS Dynamics, SAP, or similar).

Periods mentioned under the essential technical competencies criteria are not necessarily intended as cumulative.

Advantageous technical competencies criteria:

Candidates who meet all the essential technical competencies criteria will be scored against the advantageous technical competencies criteria:

- Experience in processing transactions relating to administrative appropriations;
- Experience reviewing contracts and other legal agreements;
- Experience in using Microsoft Teams, Microsoft SharePoint (in particular SharePoint lists), and Microsoft Power BI or similar business intelligence software (with a focus on building reports in BI software);
- Knowledge of French language at least at B2 level.

Behavioural competencies criteria:

- Drive for results with flexibility to take on new tasks in a dynamic and fast-paced working environment;
- Communicate clearly and precisely both orally and writing;
- Act in line with EU high-standard professional values (such as ethics and integrity, respect, open collaboration, etc.);
- Time management;
- Organising, priority setting and planning, attention to detail.

¹¹ Before the appointment, the successful candidate will be examined by one of the European Union medical centres in order to confirm that the candidate fulfils the requirements of Article 12(2)(d) of the Conditions of Employment of Other Servants of the European Union (CEOS).

¹² Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date.

HOW TO APPLY?

Candidates should submit their complete applications¹³ in English to the following address: eba-ca-44-2023@eba.europa.eu by **8 February 2024 at 23h59 (Paris time)** ~~8 January 2024 at 23h59 (Paris time)~~. Only complete applications will be accepted and considered.

A complete application must include:

- A curriculum vitae in Europass format¹⁴;
- A motivation letter;
- A completed eligibility criteria grid;
- If applicable, a copy of your diploma's equivalence certificate, issued by an EU Member State (see footnote for Qualifications).

The EBA will disregard any application received after deadline. Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EBA cannot be held responsible for any delay due to such difficulties.

Professional experience indicated on the curriculum vitae is only counted from the date the candidate obtained the minimum requirements for recruitment indicated in the vacancy notice and if it is on a paid basis (including study grants or internship grants).

The exact start and end dates of all professional experience (in the format of "dd/mm/yyyy") and whether it was full time or part time work must be clearly indicated on the curriculum vitae. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax return document) clearly showing the length of the relevant professional experience. Details of any professional experience, training, research or studies must be given on the application form. Candidates must be able to provide supporting documents clearly showing the duration and nature of their professional experience upon request. PhDs may be counted as professional experience if the candidate received a study grant or salary during the period of the PhD studies. The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

The address indicated on the curriculum vitae will be recognised as proof of residence to be used for defining travel reimbursements, etc. (if applicable).

WHAT IS THE SELECTION PROCEDURE?

A **Selection Board**¹⁵ will be established to assess the application documents (curriculum vitae, motivation letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria and to establish the final reserve list.

Candidates who do not meet all the eligibility criteria will be excluded from the selection procedure. Eligible candidates will then be scored on the essential technical competencies criteria. Those who meet all the essential technical competencies criteria will be scored against the advantageous technical competencies criteria. Those candidates who do not meet all the essential technical competencies criteria will not be assessed further.

¹³ All candidates shall be informed of the composition of the Selection Board in the acknowledgement of receipt for their application.

¹⁴ <https://eba.europa.eu/about-us/careers/practical-information>.

¹⁵ Article 30 and Article 3 of Annex III of the Staff Regulations.

The Selection Board will invite the shortlisted candidates (maximum of 15)¹⁶, who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications, to the written test phase. Following the written test, all candidates (maximum of 7)¹⁶, who score the minimum of 50% of the total score, will be invited to the interview with the Selection Board. Interviews and written tests may be held remotely. Shortlisted candidates will be asked to provide supporting documents proving their eligibility before the written test phase.

After the evaluation of written tests and interviews, the Selection Board will draw up a list of the most suitable candidates (“reserve list”) to be proposed to the Appointing Authority. Only candidates who receive at least 60% of the maximum points at each part of the interview phase will be included in the reserve list that the Appointing Authority will decide to adopt.

Successful candidates who are placed on the reserve list will be informed accordingly. The successful candidate will be selected from the established reserve list which may also be used for the recruitment of a similar position depending on the needs of the EBA. When a vacancy becomes available, candidates on the reserve list may be contacted for additional interviews. It should be noted that inclusion on the reserve list does not imply entitlement to employment in the Agency.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) the successful candidate will be required to make a **declaration of any conflict of interest before recruitment**. The EBA’s Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the successful candidate shall inform the Executive Director of any actual or potential conflict of interest using a specific form. More information about the ethics requirements can be found on the [EBA's website](#).

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden. Any contact made by the candidates or third parties with the members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

EBA will ensure that **candidates’ personal data** is processed as required by Regulation (EU) 2018/1725¹⁷. This applies in particular to the confidentiality and security of such data.

IN CASE OF COMPLAINT AND APPEAL

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

Request for review of the decisions taken by the Selection Board

Within ten calendar days of the date of the letter notifying the candidate of a decision taken by the Selection Board, he/she may submit a written request for a review of such a decision, setting out the reasons for the request, to the following e-mail address: EBA-vacancies@eba.europa.eu

Appeals

a) The candidate may lodge a complaint under Article 90(2) of the Staff Regulations within the time limits provided for, at the following address:

¹⁶ In the case of equal performance, the number of candidates will be adjusted accordingly.

¹⁷ Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

The Executive Director
European Banking Authority
Selection procedure: Ref. OPER FP CA-44-2023
DEFENSE 4 – EUROPLAZA
20 Avenue André Prothin
CS 30154
92927 Paris La Défense CEDEX
France

b) The candidate can submit a judicial appeal to the General Court under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details about how to submit an appeal, please consult the website of the General Court: <http://curia.europa.eu/>.

Complaint to the European Ombudsman

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the European Ombudsman's duties¹⁸. For details about how to lodge a complaint, please consult the website of the European Ombudsman: <http://www.ombudsman.europa.eu/>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court. Furthermore, under Article 2(4) of the general conditions governing the performance of the European Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

¹⁸ OJ L 113 of 4 May 1994