

The Authority

The European Banking Authority (“EBA”) is an independent EU Authority established on 1 January 2011 by Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010, and published in the Official Journal of the European Union (L 331/12) on 15 December, 2010.

The Mission

With a view to improving the functioning of the EU internal market, the EBA contributes to ensuring 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 ESFS, the EBA works closely together with her sister authorities, EIOPA and ESMA, as well as the Joint Committee and the ESRB.

The EBA is currently inviting applications for a position as a Head of Finance and Procurement Unit at its offices in London, United Kingdom.

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

HEAD OF FINANCE AND PROCUREMENT UNIT

<h2>Job description</h2>

The European Banking Authority is seeking a suitable candidate for the position of the Head of Finance and Procurement Unit. Under the overall responsibility of the Director of Operations, the Head of Finance and Procurement Unit will be responsible for ensuring sound financial management of the Agency by applying financial procedures in line with the EU financial rules and regulations.

Main purpose

Ensuring sound financial management of the Agency, management and coordination of the EBA budget, and leading the budget, finance and procurement teams and their activities.

Main responsibilities:

- Leading the identification of budgetary requirements of the EBA's activities;
- Leading the budgetary planning and reporting;
- Assessing the strategic needs of EBA in general and of the Unit in particular and translating them into short-term strategies, annual work and development plans;
- Implementing the unit's strategy and work programme in alignment with EBA mission, objectives, Financial Regulations, EU legislation and other internal and /or EU financial guidelines;
- Coordinating and liaising with relevant EU institutions in the fields of the finance and procurement;
- Leading the preparation of annual procurement plan including its timely execution and the responsibility for the planning and reporting in all areas of EBA procurement activities;
- Ensuring that all financial functions are exercised in accordance with relevant internal and/or EU financial guidelines;
- Advising EBA's management and staff on financial and procurement aspects of EBA activities;
- Leading and managing the budget, finance and procurement teams and developing their activities;
- Developing competencies and skills of the staff in the Unit and ensuring their performance.

<h2>Requirements</h2>

1. Eligibility Criteria

Candidates will be considered eligible for selection on the basis of the following criteria to be fulfilled by the deadline for applications:

1.1 General

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union;
- Be a national of a Member State of the European Union, Iceland, Lichtenstein, Norway;
- Be entitled to his/her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.

Prior to the appointment, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record and shall be medically examined in order to fulfil the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

1.2 Specific

1.2.1 Qualifications

To be eligible, a candidate must have

- a) A level of education which corresponds to completed university studies in Business Administration, Finance or Economics, or a related field attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
- b) A level of education which corresponds to completed university studies in Business Administration, Finance or Economics, or a related field attested by a diploma when the normal period of university education is four years or more.

Only qualifications awarded by EU Member State authorities or EEA authorities or qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be taken into consideration.

1.2.2 Professional experience

To qualify for the position a candidate must have, in addition to the above, at least 13 years (on the basis of 1.2.1 a), or at least 12 years (on the basis of 1.2.2 b) of relevant proven fulltime professional experience in the fields covered by the job description after completing the education as mentioned above, of which at least five years of relevant experience in working at the management level.

1.2.3 Knowledge of languages

For working purposes an excellent knowledge of English language (written and spoken) is required.

2. Selection criteria

In addition to the above, the candidate must have:

- Sound knowledge and proven professional experience in:
 - Controlling the use of financial resources;
 - Budgetary accounting and financial reporting in the EU environment;
 - Managing a multinational team;
- In-depth knowledge of EU Financial and Budgetary Rules and Regulations and proven experience;
- In-depth knowledge of EU Procurement rules and proven experience in their application;
- Experience in working with ABAC/SAP;
- Knowledge of internal control standards of the European Institutions;
- Experience in cooperation with the European public administration and decision – making processes;
- Good knowledge of management principles (strategic planning, prioritization, project management and allocation of resources);

For this position the candidates are expected to fulfil the following competencies:

- Strong managerial and leadership skills;
- Strong sense of responsibility, commitment and co-operation;
- Ability to analyse complex information from a wide range of sources, consider options and propose/implement solutions/recommendations;
- Ability to respect confidentiality of work related issues;
- Flexibility to take over tasks in view of a dynamic and evolving institutional environment;
- Proactive attitude;
- Ability to manage own workload and provide support and leadership to the team;
- Ability to work efficiently under time pressure.

It would be advantageous for the candidate to have:

- Professional qualification in Finance and/or Accounting (such as ACCA, CA, CFO or equivalent);

3. Equal opportunities

As a European Union agency, the EBA will apply a policy of equal opportunities and will take care to avoid any form of discrimination in its recruitment procedures.

4. Selection procedure

The selection procedure will include the following:

4.1. The selection committee will be established.

4.2. The selection committee will analyse application documents (CV, motivations letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria and will establish a shortlist. Short listed candidates may be invited to sit written tests and interviews.

Written tests will be done in English and will be related to the job and designed to test the ability to communicate in written English, knowledge and competencies related to the job, and drafting skills. Total mark for written test: 10. The minimum score to pass: 6.

The interview will aim to assess the suitability of the candidate to perform the duties, professional knowledge and motivation. The interview will be held in English. Total mark for interview: 10. The minimum score to pass: 6.

Successful candidates will be listed in order of merit. Suitable candidates who obtain the best score will be recruited and the candidates with the total score equal to and above 12 will be placed on the reserve list, which will be valid until 31/12/2013. Inclusion in the reserve list does not guarantee recruitment.

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

5. Appointment and conditions of employment

5.1 Contract type, duration and starting date:

The successful candidate can be offered a temporary agent fixed-term contract of three years with a probation period of nine months and the possibility of extension.

The expected starting date is 1 March 2013.

The selected candidate may be invited to take up the position at a short notice.

5.2 Function group and grade:

The successful candidates shall be recruited at grade AD 10. The estimated monthly basic salary is from € 8,064.86.

5.3 Summary of the conditions of employment

- Salaries are exempted from national tax; instead a Community tax at source is paid;
- The correction coefficient (currently on the date of publication of the vacancy notice: 34.4%) applicable to the remuneration of officials and other servants under Article 64 of the Staff Regulations for the United Kingdom shall apply;
- Depending on the individual family situation and the place of origin, staff members may be entitled to the following: expatriation allowance, household allowance, dependent child allowance, education allowance, installation allowance and reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits;
- Annual leave entitlement - two days per calendar month plus additional days for age, grade, and distance from the place of origin;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance; and
- Travel insurance when travelling on missions.

5.4 Place of employment

EBA offices in London, United Kingdom.

6. Submission of Applications

Applications including **a curriculum vitae in the Europass format, motivation letter, and eligibility criteria grid** should be submitted in English to the following address: vacancies@eba.europa.eu **by 3 January 2013 at 12:00 noon London time.**

Only complete applications will be accepted and considered.

In order for the application to be considered complete candidates must send all documents: a curriculum vitae in the Europass format, motivation letter, and eligibility criteria grid before the deadline.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Professional experience indicated in the curriculum vitae are counted only from the time the candidate obtained the certificate or diploma required for the position. Start and end dates of all previous positions and whether full time or part time work should be indicated in 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 revenue) showing clearly 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 photocopies of supporting documents clearly showing duration and nature of experience upon request.

At this stage, please do not send supporting documents (copies of ID cards, passports, diplomas, etc.)

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

8. Appeal Procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Executive Director
European Banking Authority
Selection procedure: Ref. **OPER TA 01/2013**
Floor 18 Tower 42
London EC2N 1HQ
United Kingdom

The complaint must be lodged within three 3 months. The time limit for initiating this type of procedure starts to run from the time the completion of the selection procedure is published on the website.