



Vacancy for an Accounting Officer
(Temporary Agent, Grade AD9)
of the Clean Sky Joint Undertaking (Brussels)

Title of Function: Accounting Officer of the Clean Sky Joint Undertaking

Reference: **Clean Sky/ACCOUNTING OFFICER**
(please quote this reference in all your communication regarding this post)

The Clean Sky Joint Undertaking (Clean Sky JU) is a public-private partnership between the European Commission and the European Aviation Industry Stakeholders. The Clean Sky JU is established in Brussels under European law¹ for a period up to 31.12.2017. The Clean Sky JU implements a Joint Technology Initiative aiming at **developing low environmental impact technologies for the Air Transport system** in line with the Strategic Research Agenda for Aeronautics.

The Clean Sky JU is an objective-driven initiative targeting the environmental impact of the Air Transport System by reducing CO₂ and NO_x emissions, noise and fuel consumption. It will deliver full scale ground and in-flight demonstrators across the main flying segments and subsystems for fast and effective introduction of new technology in the new generation of aircrafts.

The Clean Sky JU is one of the largest European research projects ever. The Public Private Partnership speeds up technological breakthrough developments and shortens the time to market for new solutions tested on Full Scale Demonstrators. Clean Sky encourages the participation of SMEs to ensure their full involvement in the programme and offers opportunities to the entire aeronautic supply chain from all Member States and Associated countries. Within the scope of achieving the final deliverables, the Clean Sky JU organises competitive calls for proposals playing an essential role achieving the objectives.

The Clean Sky JU activities will engage up to € 1.6 billion for the period 2008 – 2017, including (i) a contribution (in cash) from the European Community to the Clean Sky Joint Undertaking not exceeding € 800 million from the Seventh Framework Programme, and (ii) an equivalent contribution in-kind from the aeronautical stakeholders.

The **working language** of the Clean Sky JU is English.

For further information please consult the following web site: <http://www.cleansky.eu>

¹ Council Regulation (EC) No 71/2008 of 20.12.2007 setting up the Joint Undertaking for the implementation of the Clean Sky Joint Technology Initiative, OJ L 30 of 04.02.2008

POST AND DUTIES

General

The Governing Board shall appoint an Accounting Officer, covered by the Staff Regulations who shall be functionally independent in the performance of his/her duties.

The Accounting Officer will set up, structure and maintain the accountancy of the Clean Sky JU. He/she will maintain records of assets, liabilities, profit and loss, payments and all other accounting activities. The Accounting Officer will take care of the cash management of the JU.

He/she shall report directly to the Clean Sky JU Governing Board and to the Executive Director.

In particular, the duties shall include:

The responsibilities of the Accounting Officer are clearly defined in the Art. 43 of the Clean Sky JU, Financial Regulation.

The Accounting Officer will prepare, present and keep the accounts of the Clean Sky JU.

The Accounting Officer shall obtain from the Authorising Officer, who shall guarantee its reliability, all the information necessary for the production of accounts which give a true image of the Clean Sky JU's assets and of budget implementation. The Accounting Officer shall check the information received as well as carry out any further checks he/she deems necessary in order to sign off the accounts. If necessary, the Accounting Officer shall issue reservations related to the accounting information received.

Before the adoption of the accounts by the Executive Director and the Governing Board, the accounting officer shall sign them off, thereby certifying that he has a reasonable assurance that the accounts present a true and fair view of the financial situation of the Clean Sky JU.

The Accounting Officer of the Clean Sky JU shall sign off its annual accounts and send them to the Commission's accounting officer.

The Accounting Officer shall manage cash and cash equivalents. He/she shall be responsible for their safekeeping.

The Accounting Officer may open accounts in the name of the Clean Sky JU with financial institutions or national central banks.

Functions and tasks:

- Prepare the JU's annual accounts, including all tasks related to the yearly closure of accounts.
- Manage the accounting related to all financial operations of the JU during the year in addition to the annual closing.

- Ensure that Clean Sky JU has at its disposal sufficient funds to cover the cash requirements arising from budgetary implementation while taking care as well that a rigorous cash management is followed.
- Coordinate and follow up audit requests within the JU, including assistance to the European Court of Auditors and any other external or internal auditors.

In particular, the tasks of the Accounting Officer shall comprise of:

- Proper implementation of payments, collection of revenue and recovery of amounts established as being receivable.
- Prepare and present the provisional and final accounts in accordance with the Clean Sky JU Financial Rules.
- Laying down and implementing, in accordance with the Clean Sky JU Financial Rules, the accounting policies, rules and methods and the chart of accounts in accordance with the provisions adopted by the Commission's accounting officer.
- Laying down and validating the accounting systems; where appropriate, validating systems laid down by the authorising officer to supply or justify accounting information;
- Preparing cash flow forecasts according to the General Financing Agreements with the Commission as a basis for requests for funds;
- Maintaining the inventory register of the JU's assets and accounting for the related depreciation.

ELIGIBILITY CRITERIA

- Be national of one of the Member States of the EU and enjoy full rights as citizens;
- Have a level of education which corresponds to completed university studies of at least four years in one of the following domains: Economics, Accounting or Finance OR proved professional training of an equivalent level.
- The studies must be followed by proven working experience of at least twelve years, including at least six years in a field related to the duties.
- In case of 3 years University degree, one more year of professional experience is required: 12 + 1 according to the conditions of the Staff Regulations.
- Have a very good command of English;
- Produce the appropriate character references as to their suitability for the performance of duties of the post;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be fit to perform the duties linked to the post.

SELECTION CRITERIA

Essential

- Wide experience in the financial and accounting sector.
- Ability to assess, track and manage detailed financial issues.
- Excellent knowledge of Excel functions and other financial IT tools.
- Excellent knowledge of the EC Financial Regulations, EU accounting rules and International Public Sector Accounting Standards (IPSAS).
- Ability to work in a team, under pressure and in a multicultural environment.

Asset

- Excellent interpersonal, written and oral communication skills in English, with demonstrated ability to communicate financial information at all levels.
- Excellent experience in the accounting system used by the European Commission (SAP and ABAC).
- Experience in the field of financial audits.
- Strong analytical skills to evaluate financial information.

Independence and Declaration of Interests

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and Appointment Procedure

A Selection Board is nominated. After applications are screened the Selection Board will, basing itself on elements of the applications, draw up a shortlist of candidates to be invited for an interview. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

Equal opportunities

The Clean Sky JU, as a Community body, applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations².

² OJ L 124, 27.4.2004, p.1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

Conditions of Employment

The successful candidate will be appointed by the Executive Director of the Clean Sky Joint Undertaking as a **temporary agent** at grade AD 9, pursuant to Article 2a of the Conditions of employment of Other Servants of the European Communities³, for a period of three years.

The successful candidate will be asked to perform six months of probationary period.

After an evaluation of the post holder's performance, the Executive Director may extend the term of office once for a further period of not more than four years, as stated in the legal basis. The period of engagement will not in any case exceed the lifetime of the Clean Sky Joint Undertaking.

The place of employment is **Brussels**, where the Joint Undertaking premises are located.

Application procedure

For applications to be valid, candidates must submit:

1. a duly completed **and signed** application form, which is attached to this document;
2. a letter of motivation;
3. a Curriculum-Vitae (CV) preferably drafted using the European CV format.

The application will be rejected if the dossier is incomplete.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

Applications, in English, should be sent by e-mail, quoting the post reference code **Clean Sky/ACCOUNTING OFFICER** to:

recruitment@cleansky.eu

Closing date

Applications must be sent by e-mail no later than 12.00 noon (Brussels time) on April 16th 2012.

The closing date of this vacancy by publication may be prolonged.

³ OJ L 124, 27.4.2004, p.1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

Important Information for Candidates

Candidates are reminded that the different selection committees' works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Remuneration

The successful applicant who is offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of his/her professional experience. The indicative basic monthly salaries of AD 9 are:

- Step 1: € 7.127,99
- Step 2: € 7.427,52

Protection of personal data

The Clean Sky JU 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 18.12.2000 on the protection of individuals with regard to the 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. (Official Journal of the European Communities L 8 of 12.01.2001).



APPLICATION FORM

FOR THE POST OF TEMPORARY AGENT ACCOUNTING OFFICER OF CLEAN SKY JOINT UNDERTAKING

Reference: Clean Sky/ ACCOUNTING OFFICER

1. Surname⁴:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender: Male Female

5. Address for correspondence⁵:

Street, n°, etc.:

Postal code: Town:

Office Telephone N°:

Country:

Mobile N°:

Private Telephone N°:

Fax N°:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality:

BE	BG	CY	CZ	DK	DE	EL	ES	ET	FR	HU	IE	IT	LT
LU	LV	MT	NL	AT	PL	PT	RO	FI	SE	SK	SV	UK	

⁴ IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:
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⁵ The Clean Sky JU services to which this application form is sent should be informed of any change of address.

7. University degree in one of the following domains: Economics, Accounting or Finance. OR proved professional training of an equivalent level.
Title, date of beginning and date of conferral:

8. Other relevant studies:

9. Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 mother tongue or thorough knowledge;

2 very good knowledge;

3 satisfactory knowledge.

BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HU	IT	LT	LV	MT	NL	PL	PT	RO	SV	SK	SL	

10. Current employer (Indicate if you are self employed or unemployed):

Name	
Address	
Position	
Total number of staff	

11. Summarize your professional experience - Have a proven working experience of at least twelve years, including at least 6 in a field related to the duties (200 words max.):

12. Summarize your European/international experience (200 words max.):

13. Any membership role or affiliation that you have in organisations/bodies with a potential interest in the work of the Joint Undertaking:

14. Other interests or facts you consider pertinent:

15. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

16. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service;

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application;

4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and signature:

Candidates must submit with this application form:

- A letter of motivation

- A CV preferably in the EU official form which you will find in:

<http://www.europass.cedefop.europa.eu>

ADDRESS TO SEND THE APPLICATION:

recruitment@cleansky.eu

DEADLINE

16th April 2012 at 12.00 AM (noon)