



2019-KRU-R7-FGII-011488 **FGII – Financial Agent - Payments and Accountancy**

<p>Position for:</p> <p>FGII – Financial Agent - Payments and Accountancy</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/</p> <p>The role of the Unit Support Services Karlsruhe is to support and coordinate the implementation of the support functions on the JRC Karlsruhe Site (Germany) in a client responsive manner and in compliance with all applicable rules and regulations.</p> <p>This position covers the lifecycle of all invoices, from registration to payment and corrective bookings, plus the function as a Financial Initiating Agent (to effectuate payments and reconcile accounts) and a Financial Verifying Agent (for commitments, invoices, forecasts and recovery orders as deputy accountancy manager). The position further includes the function as Operational Initiating Agent for operational functions of the unit.</p> <p>The candidate shall liaise with the scientific and technical responsables of the site and with the external contractors and service providers, hereby dealing with all procedural, administrative and financial issues. He/she shall be responsible for the timely payment of invoices in compliance with the Financial Regulation.</p> <p><u>Qualifications:</u></p> <p>Candidates should have a minimum of 1 year job-related professional experience.</p> <p>He/she should fulfil the minimum qualifications for the engagement in the Function Group II.</p> <p>Good interpersonal and communication skills are essential. Furthermore, the tasks require a good capacity to deal with all procedural, administrative and financial issues. The candidate will be part of a team, should be able to work independently and maintain a high standard of quality and accuracy.</p> <p>A good level (B2) of written and spoken German and English is essential. Knowledge of French is of advantage.</p>
<p>Directorate Unit</p>	<p>Support Services Support Services Karlsruhe</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p>JRC Site</p> <p>Country</p>	<p>Karlsruhe</p> <p>Germany</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <p>1. CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>