

The **Europe's Rail Joint Undertaking (EU-RAIL)**, based in Brussels, Belgium

is looking for two

**Accounting Assistants
(Contract Agent, Grade FGIII)**

Please send us your application no later than **10/05/2023 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the [ANNEX](#).

The purpose of this call is to fill in two (2) vacant posts and establish a reserve list.

1. About EU-RAIL

The Europe's Rail Joint Undertaking (EU-RAIL) is a public-private partnership between the European Union and the rail sector, established by Council Regulation (EU)2021/2085 of 19/11/2021. The EU-RAIL, located in Brussels, is responsible for implementing the EU-RAIL Research and Innovation Programme, funded jointly by the Union and Industry Members of the Rail Sector, with a view to contributing to the European Union's Policy priorities and more specifically the Sustainable and Smart Mobility Strategy of December 2020.

EU-RAIL is the legal and universal successor of Shift2Rail Joint Undertaking (S2R JU) in respect of all contracts, including employment contracts and grant agreements, liabilities and acquired property of the S2R JU. The EU-RAIL Programme will last until end of 2031.

The EU-RAIL integrated Programme is structured around three main pillars, the Innovation Pillar, the System Pillar and the Deployment Group, to achieve an ambitious transformation of rail with innovative solutions.

By 2031, EU-RAIL will have implemented research and innovation activities totalling about EUR 2 billion since the establishment of S2R.

For further information, please consult the following website: <https://rail-research.europa.eu>

The transition to this new partnership and impact on its mandate requires EU-RAIL to adapt its financial management organisation and focus on specific levers for improvement that can either be immediately implemented or brought to the attention of the JU for further consideration.

Furthermore, the SBA also aims to improve efficiencies and harmonisation of the rules through intensified operational collaboration and by exploring economies of scale, including the establishment of back-office arrangements which should provide horizontal support functions to all1 the joint undertakings.

Those Back-Office Arrangements (hereinafter BOA) should make it easier to achieve greater impact and harmonisation on common points while retaining a certain degree of flexibility to meet the specific needs of each joint undertaking. The structure should be established using service level agreements to be concluded by the joint undertakings. The BOA should cover coordination and administrative support functions, in particular for the Accounting Services to the Joint Undertakings.

2. Job Description

To achieve such ambitious Programme, EU-RAIL offers the opportunity to join its professional team and make a difference in reaching accounting and budget management excellence.

We are looking for two knowledgeable and committed colleagues who will work under the supervision of the Head of Corporate services and in close collaboration with the Accounting Officer.

The BOA for the Accounting Services have entered into force since 1 December 2022 and EU-RAIL is tasked to implement and supervise it with the support of two Accounting Officers coming from other JUs. The Accounting Assistants would play an important role in the proper functioning of the BOA services and with the following expected tasks and responsibilities:

a) Support for the overall coordination of BOA Accounting Services

- working in collaboration with (expected) 2 other JU's and in support of one Accounting Officer of the BOA for Accounting Services;
- Preparing annual accounting closing entries calendar;

b) Annual Accounts

- Collecting accounting inputs from other JUs/entities part of the BOA for the preparation of the accounts (from the Financial Contact Points or accounting correspondents or any other JU/other entities' staff);
- Posting accounting entries in SAP;
- Providing administrative support for the preparation of the annual accounts document (Financial statement and Budget Implementation Report) for all entities under the BOA;
- Following up and posting the fixed assets / depreciation runs;

c) Accounting controls during the year

- Managing the G/L Accounts & Bank Account clearings;
- When needed, preparing the VAT reports of each entities under the BOA ;
- Performing the quarterly Accounting Quality Controls of each entities under the BOA ;

d) Debt follow-up

- Ensuring the follow-up of outstanding debtors, reminders and late payment interests collection (dunning);
- Revenue collection for the accounting BOA from the entities under the BOA based on the SLA;
- Cashing/clearing;

e) Budgetary framework:

- Ensuring the follow-up of the preparation of the BIR – Budget Implementation Report;
- Creating budget line structure in SAP;
- Creating budget inscription in SAP;
- Creating and following up the carry forward/over rules in SAP;

f) System validation:

Providing administrative support if applicable, the accounting system validation as currently performed is to be considered as an “ex-post” review on financial and legal transactions of the Accounting System, which could be performed by the Accounting Assistants, under the final supervision of the respective Accounting Officers.

In the interest of the service, additional tasks might be considered in agreement with the Head of Corporate services.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

3.1. General conditions

- be a national of a member state of the European Union;
- enjoy his/ her full rights as a citizen¹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- be physically fit to perform the duties linked to the post²;
- meet the character requirements for the duties involved;
- have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties.

3.2. Education

- a post-secondary education attested by a diploma³, OR
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

In case you do not fulfil all the eligibility criteria, your application will not be taken into consideration. Eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.

4. Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

4.1. Essential qualifications and experience

- At least 3 (three) years of relevant professional experience in tasks closely related to those listed in section 2 of this vacancy notice;
- Relevant hands-on experience in the use of financial systems;
- Good knowledge of EU Accounting Rules and International Public Sector Accounting Standards (IPSAS);
- Excellent command of MS Office tools especially Excel;
- Very good command of both written and spoken English;

4.2. Advantageous qualifications and experience (to be considered individually)

- Relevant experience in a field related to the duties in an international and multicultural environment, preferably within a European Institution or body;
- Practical experience with accounting and reporting tools SAP, ABAC, Business Objects.

4.3. Behavioural competences

- Motivation – open, flexible, and positive attitude;
- Excellent inter-personal and communication skills;
- Excellent analytical, planning and organizational skills and ability to define priorities;
- Ability to work under pressure, deliver results, and respect deadlines;
- Service-oriented, results-driven and flexible attitude;
- Sense of initiative, responsibility, commitment and team spirit.

In order to be evaluated in the best possible way, candidates are invited to be as detailed and as clear as possible when describing their professional experience, specific skills and competences in their application form.

5. Appointment and reserve list

The Executive Director of the Joint Undertaking will select the successful candidates and offer the posts. 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.

The reserve list will be used in order to fill vacant positions within EU-RAIL.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2024** and may be extended at the discretion of the Appointing Authority of EU-RAIL.

6. Conditions of employment

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

The successful candidate will be recruited as a **Contract Agent FGIII**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three (3) years. After an evaluation of the job holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of EU-RAIL.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Salaries are exempted from national tax, instead a Community tax at source is paid.

Important Note

Candidates are kindly advised to read the [ANNEX](#) that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.

- 1. In accordance with the SBA, SESAR3JU should opt out from the back-office arrangement*
- 2. Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.*
- 3. Prior to the appointment, the successful candidate shall be medically examined by one of the European Institutions' medical officers in order that EU-RAIL may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.*
- 4. Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. Any academic qualification mentioned in the application form shall be duly supported by evidence (original or certified copies of e.g. diplomas, certification, etc.). In instances where diplomas are obtained from a non-EU Member State, EU-RAIL may request the candidate to provide a relevant document of comparability issued by a recognised authority.*