# INTER-AGENCY JOB MARKET
# Vacancy Notice
# Financial & Accounting Assistant (ref. SESAR3JU/IAJM/VN227)

This vacancy notice is addressed to all temporay staff 2(f) currently employed in an Executive Agency, Decentralised Agency, or Joint Undertaking in function group and grade bracket AST3 to AST5, in compliance with the SESAR 3 JU general implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS[1].

This selection procedure is carried out within the framework of the Strategy for the EU Agencies Network (2021–2027) [2], in particular its initiatives on "Shared services and capabilities" and the promotion of synergies and efficiencies through the **sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings[3]**.

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| **Type of vacancy** | Inter-Agency mobility |
| **Type of contract** | Temporary Agent 2(f) - Assistant |
| **Function group and grade bracket** | AST3 – AST5 |
| **Unit** | Resources |
| **Deadline for applications** | Monday 11 January 2027, at 14:00 Brussels time |

## 1. INTRODUCTION

### 1.1 SESAR

SESAR is the technological pillar of the EU's Single European Sky policy and a key enabler of the European Commission's Sustainable and Smart Mobility Strategy. SESAR defines, develops and deploys technologies to transform air traffic management in Europe.

### 1.2 The SESAR 3 Joint Undertaking

The SESAR 3 Joint Undertaking (SESAR 3 JU) is established under Council Regulation (EU) 2021/2085 as an institutionalised European partnership between private and public sector partners to accelerate through research and innovation the delivery of the Digital European Sky. To do so, it is harnessing, developing and accelerating the take-up of the most cutting-edge technological solutions to manage conventional aircraft, drones, air taxis and vehicles flying at higher altitudes.

### 1.3 Digital European Sky Programme

The SESAR 3 JU is responsible for implementation of the Digital European Sky Programme and operates an innovation pipeline towards deployment, by also demonstrating the viability of the technological and operational solutions, in larger and more operationally-integrated environments.

The Strategic Research and Innovation Agenda (SRIA) for the SESAR 3 JU presents the strategic research and innovation (R & I) roadmaps for the years 2021 to 2027 to deliver on the implementation of the Digital European Sky by delivery of a Programme of the same name (i.e. fully

[1] Decision ADB (D) 06-2016 of 28 April 2016 as transferred to SESAR 3 JU by GB (D) 18-21 of 14 December 2021

[2] Strategy for the EU Agencies network (2021-2027)

[3] Participating EU Agencies and Joint Undertakings at the time of publication of the vacancy notice: European Cybersecurity Competence Centre (ECCC), European High Performance Computing Joint Undertaking (EuroHPC JU), Agency for the Cooperation of Energy Regulators (ACER), Chips Joint Undertaking (Chips JU), Authority for Anti-Money Laundering and Countering the Financing of Terrorism (AMLA), European Centre for the Development of Vocational training (Cedefop), European Banking Authority (EBA), Clean Aviation Joint Undertaking (CA JU), European Union Agency for Railways (ERA), European Union Agency for Criminal Justice Cooperation (EUROJUST), European Insurance and Occupational Pensions Authority (EIOPA), Clean Hydrogen Partnership (Clean Hydrogen JU), Circular Bio-Based Europe Joint Undertaking (CBE JU), European Union Agency for Cybersecurity (ENISA), The European Union Agency for Law Enforcement Training (CEPOL), Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU), SESAR Joint Undertaking (SESAR 3 JU), Smart Networks and Services Joint Undertaking (SNS JU), European Labour Authority (ELA), Innovative Health Initiative Joint Undertaking (IHI JU)

scalable services supported by a digital ecosystem minimising the environmental footprint of aviation), including the integration of drones, matching the ambitions of the 'European Green Deal' and the 'Europe fit for the digital age' initiative. The activities outlined in the SRIA to build a digitalised infrastructure are also critical for a post-COVID recovery, enabling aviation to become more scalable, economically sustainable, environmentally efficient and predictable.
To achieve the Digital European Sky (Phase D of the European ATM Master Plan), nine research and innovation flagships (referred to as "Destinations" in Horizon Europe) have been identified in the SRIA with their underlying R&I needs/challenges. These will be the basis for identifying future SESAR Solutions, and are the subject of the Digital European Sky Programme. The nine innovation flagships are: Connected and Automated ATM, Air-ground integration and autonomy, Capacity-on-demand and dynamic airspace, U-space and urban air mobility, Virtualisation and cyber-secure data sharing, Multimodality and passenger experience, Aviation Green Deal, Artificial intelligence (AI) for aviation, and Civil/Military interoperability and coordination.

With the Digital European Sky comes the promise of making Europe the most efficient and environmentally-friendly sky to fly in the world. For more information, see: www.sesarju.eu

## 2. KEY ACCOUNTABILITIES

The Jobholder is part of the Finance and Budget Sector and reports to the SESAR 3 Joint Undertaking Chief Resources (Head of Unit). Under the supervision of the Head of Sector, the Financial & Accounting Assistant shall carry out the tasks that will be assigned to him/her, in particular:

- Act as the SESAR 3 JU Accounting Correspondent for accounting-related questions with the SESAR 3 JU Accounting Officer;
- Perform regular controls of the accounting environment including accounting quality controls and corrections; analytical reviews of the General Ledger accounts during the year and at year-end; follow-up on and clearing of suspense accounts;
- Prepare year-end cut-off calculations and working files, including accounting entries in SAP/SUMMA for the year-end closing exercise; review provisional and final annual accounts data; provide input for the financial statements and explanatory notes for review by the SESAR 3 JU Accounting Officer;
- Contribute to the continuous improvement and efficiencies of accounting and financial procedures and draft simplified guidelines for actors involved in work processes and financial circuits;
- Provide supporting documentation and explanations related to the validation of local systems exercise;
- Provide support (by collecting and preparing files) and act as a contact point throughout the audit process by the ECA and external auditors in connection with their annual audit mission;
- Act as Data Entry agent for registration of invoices and credit notes in SUMMA;
- Initiating financial transactions in the accounting system, including commitments, de-commitments, payment requests, recovery orders and credit operations, as well as verifying missions;
- Follow up of commitments;
- Ensure transactions are financially and procedurally correct, that is, in conformity with the contract and respecting the Financial Regulations and other relevant rules in the operations;
- Assist operational initiators with the formal aspects of the dossier; update the file with the work done by the financial initiator;
- Acting as a back-up for other staff members of the Finance and Budget sector;
- Correspond with suppliers and other counterparts;
- Assist in preparing, forecasting and monitoring of administrative budget lines as required;
- Carrying out any other tasks requested by line management in the interest of the service.

## 3. ELIGIBILITY CRITERIA REQUIRED

To be eligible to take part in this selection procedure, the applicant must meet the following requirements on the closing date for applications:

- To be currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within the candidate's current agency in a grade corresponding to the published grade (AST3 – AST5). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations[4] applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2)[5].
- To have at least two years' service within the candidate's current agency (including Executive Agencies, Decentralised Agencies and Joint Undertakings) before moving.
- To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant grade.
- To have a thorough knowledge as well as command of English.

## 4. SELECTION CRITERIA

The successful candidate shall have sense of initiative and professionalism. They shall be a team player, flexible, highly motivated, and proactive.

### 4.1 Essential Selection Criteria

In addition to the requirements on minimum qualification and professional experience set out in heading 3, the successful candidate shall have:

- **Experience**: proven hands-on experience in the identified accountabilities in the domain of Business Administration, Finance or Accounting in an international environment. Excellent experience in accounting controls, financial transactions, year-end closing activities and audit support.
- **Knowledge**: excellent knowledge of accounting and financial processes. Good knowledge in the interpretation and implementation of the EU Financial Regulation and its implementing rules.
- **Professional skills**: forward-looking mindset, with a strong commitment to continuous improvement, professional integrity and the highest ethical standards. Proactive approach and ability to solve problems effectively. Capable of working independently while contributing to a team, maintaining accuracy and meeting deadlines.
- **Communication skills**: excellent ability to communicate complex topics in English in a clear, concise and compelling way, both orally and in writing. Capable of interacting effectively with internal and external stakeholders, exchanging information in a clear and structured manner, and adapting communication to different professional contexts and organisational needs.

### 4.2 Advantageous Selection Criteria

- **Experience**: professional experience working in an EU Institution, Body or Agency.
- **Knowledge**: a good knowledge of ABAC/SUMMA with very good knowledge of the European Commission's accounting rules and/or IPSAS/IFRS.
- **Education**: a university degree in the domain of Business Administration, Finance or Accounting.
- **Languages**: good knowledge of a third official European language, particularly French.

## 5. SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the

[4] Article 5 (3) (a) of the Staff Regulations: Appointment shall require at least in function group AST:
(i) a level of post-secondary education attested by a diploma, or
(ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years

[5] Article 12 (2) of the CEOS: A member of the temporary staff may be engaged only on condition that: he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen; he/she has fulfilled any obligations imposed on him/her by the laws concerning military service; he/she produces the appropriate character references as to his/her suitability for the performance of the duties; he/she is physically fit to perform his/her duties; he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

most part in English. During the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Brussels (Belgium), where the SESAR 3 JU has its headquarters and where the place of employment is. The dates of the test and/or interview sessions have been set for **04 and 05 February 2027** (until further notice and depending on the number of candidates). The applicants will be informed of the date within a reasonable period prior to such date.

Candidates invited to an interview may be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected candidate will be requested to provide the SESAR 3 JU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel will recommend the most suitable candidates for the post in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs and shall be **valid until 31 December 2029** (the validity period may be extended).

Each candidate will be informed by letter whether they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment. The Selection Panel's work and deliberations are strictly confidential and any contact with its members is strictly forbidden.

The reserve list resulting from the selection may be used by other Agencies and Joint Undertakings only if needed in the future. If included in the reserve list, and upon consent, candidates' personal data may be shared with Agencies and Joint Undertakings that are interested to use the reserve list for further recruitment purposes.

Therefore, before sharing the personal data of the suitable candidates on the reserve list with any participating EU Agencies and Joint Undertakings, the SESAR 3 JU shall, each time the list is to be shared, seek the explicit consent of the candidates, while providing them with information on the interested Agency or Joint Undertaking (cfr Annex I and II of the Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings[6]).

## 6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

Prior to contract signature, the selected 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 the interests that might be considered prejudicial to their independence.

## 7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director upon recommendation of the Selection Panel, following the selection procedure, and in compliance with Article 55 of the CEOS, Article 10 and 17 of SESAR 3 JU implementing rules governing the conditions of transfer between agencies[7] without impact on the contract of employment running within the candidate's current agency (namely with regard to grade, step, seniority in step, and duration).

[6] Annex I contains relevant provisions for this specific processing of personal data, such as the description and purpose of the processing, the categories of personal data and data subjects, the obligations and rights of the parties and Annex II provides a specific Data Protection Notice to be used when seeking the consent of a candidate for sharing their personal data with Agencies/JUs (available on the SESAR 3 JU public website SESAR Joint Undertaking | Open Vacancies).

[7] Op. cit.

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Procedure of Applications

Candidates interested by applying to this position must submit by email to the functional mailbox InternalVN227@sesarju.eu a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) containing ALL the following scanned documents**:

- A Curriculum Vitae (CV) in the Euro pass format (available on the following website: http://europass.cedefop.europa.eu )
- A signed motivation letter of no more than two pages, explaining why the candidate is interested in the post and what would be his/her added value to the SESAR 3 JU if selected
- A duly completed and signed specific declaration of honor with regard to the eligibility and selection criteria (cfr Annex)[8]

***The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [FAMILY NAME_First Name_IAJM_VN227.pdf]***

The title and the exact reference of the vacancy notice should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honor have been modified may be deemed void by the SESAR 3 JU.

**The closing date for submission of applications is Monday 11 January 2027 at 14:00 Brussels time.**

### 8.2 Appeal Procedure

Any appeal regarding the present vacancy notice shall be sent within 20 calendar days of the date on the email notifying the rejection of the application quoting the reference of the internal notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

### 8.3 Personal Data Protection

All applications are filed and processed by SESAR 3 JU as controller of the data, according to Regulation (EC) N° 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.

Please note that by sending your application, you consent to the processing of your personal data necessary for the review of your application. You nevertheless have the right to withdraw consent at any time by sending an email to the same email address; should you exercise withdrawal of consent, the lawfulness of the processing of your personal data prior to such a withdrawal will not be affected.

More information about the data protection policy at SESAR 3 JU and, in particular on the exercise of your rights as data subject (including the right to rectification, erasure, restriction of processing, the right to object and the right to data portability), can be found in our public website at this https://www.sesarju.eu/legal-notice. You can also consult the privacy statement on selection of staff at the following link. In addition, you can always contact SESAR 3 JU's Data Protection Officer at sju.data-protection@sesarju.eu.

[8] Editable template declaration also available on the SESAR 3 JU public website SESAR Joint Undertaking | Open Vacancies

**ANNEX: Declaration of Honor**

## INTER-AGENCY JOB MOBILITY
## Financial & Accounting Assistant (ref. SESAR3JU/IAJM/VN227)
## TA2(f) – Assistant - grade bracket AST3 to AST5

# Specific Declaration of Honor
# Eligibility & Selection Criteria Grid

**Last name:** .....

**First name:** .....

**Nationality:** .....

**Gender:** .....

**Employer:** .....

**Current grading:** **AST3** ☐ **AST4** ☐ **AST5** ☐

### A. Eligibility criteria

(1) A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years: **YES / NO**

(2) Currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within the candidate's current agency in a grade corresponding to the published grade (AST3 – AST5): **YES / NO**

(3) At least two years' service within the candidate's current agency (including Executive Agencies, Decentralised Agencies and Joint Undertakings) before moving: **YES / NO**

(4) Thorough knowledge as well as command of English and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties are mandatory: **YES / NO**

(5) I am a national of a Member State of the European Union: **YES / NO**

(6) I am entitled to my full rights as citizen: **YES / NO**

(7) I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO / NA**

(8) I am physically fit to perform the duties linked to the post: **YES / NO**

### B. Selection Criteria

(YES/NO - 1 = slight; 2 = good; 3 = very good; 4 = excellent)

1. Hands-on proven experience in the identified accountabilities in the domain of Business Administration, Finance or Accounting in an EU institutional environment: **1 / 2 / 3 / 4**

2. Knowledge of financial management and/or accounting processes: **1 / 2 / 3 / 4**

3. Knowledge in the interpretation and implementation of the EU Financial Regulation and its implementing rules: **1 / 2 / 3 / 4**

4. Knowledge of ABAC/SUMMA (SAP): **1 / 2 / 3 / 4**

5. Knowledge of IPSAS/IFRS: **1 / 2 / 3 / 4**

6. Experience in accounting controls, financial transactions, year-end closing activities, and audit support: **1 / 2 / 3 /4**

7. Knowledge of a third official European language, French in particular: **1 / 2 / 3 / 4**

8. University degree in the domain of Business Administration, Finance or Economics: **YES / NO**

**C. Please specify how you learned about this vacancy notice:**

SESAR website: **YES / NO**
EUAN website: **YES / NO**
EPSO website: **YES / NO**
Other (please specify):

**Date** **Signature**