VACANCY NOTICE

Financial & Accounting Assistant (ref VN227)

Assistant - TA 2(f) – AST4

The SESAR 3 Joint Undertaking (SESAR 3 JU) has set up a selection procedure to fill one post and constitute a reserve list of suitable candidates for the position of **Financial & Accounting Assistant (TA 2(f) – AST4)**. This selection procedure is carried out within the framework of the Strategy for the EU Agencies Network (2021–2027) [1], 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[2]**. The SESAR 3 JU's duty station and headquarters are located in Brussels, Belgium, which is also the place of employment.

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 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

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

[2] 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)

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

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the deadline for submission of applications.

3.1 Minimum Qualifications Required

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.

3.2 Minimum Professional experience

At least 9 years of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the key accountabilities.

3.3 Minimum Language Skills Required

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 their duties are mandatory.

3.4 In addition in order to be eligible, the candidate must:

- Be a national of a Member State of the European Union
- Have fulfilled any obligation imposed by the laws on military service
- Be entitled to full rights as citizen[3]
- Be physically fit to perform the duties linked to the post[4]

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 field of Business Administration, Finance or Accounting in an international environment. Extensive experience in accounting controls, financial transactions, year-end closing activities and audit support.
- **Knowledge**: excellent knowledge of accounting and financial processes. Good knowledge of the interpretation and implementation of the EU Financial Regulation and its implementing rules.
- **Professional skills**: a forward-looking mindset, with a strong commitment to continuous improvement, professional integrity and the highest ethical standards. A proactive approach and the ability to solve problems effectively. Ability to work 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. Ability to interact effectively with internal and external stakeholders, exchange information in a clear and structured manner, and adapt 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 and 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 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

[3] Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record

[4] Before being engaged the candidate will be medically examined in order that the SESAR 3 JU may be satisfied that they fulfil the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

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[5]).

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 process. Depending on the budgetary situation, the selected candidate may be engaged for a fixed period of maximum 5 years. The period of engagement shall not exceed in any case the duration of the Joint Undertaking.

The successful candidate will be recruited in the **grade AST4**. The basic monthly salary before any deductions or allowances for the grade AST4 (step 1) is **€5,437.91EUR**. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation on income.

Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience gained after the minimum qualifications and professional experience required.
Further information regarding rights and conditions of employment can be found in the following document:
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF

[5] 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).

8. SUBMISSION OF APPLICATIONS

8.1 Procedure of Applications

Candidates must submit by email to the functional mailbox recruitmentVN227@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 Europass 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 their added value to the SESAR 3 JU if selected
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (cfr Annex)[6]

The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [Lastname_Firstname_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 honour have been modified may be deemed void by the SESAR 3 JU.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application neither by email nor telephone.

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 vacancy notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

8.3 Promotion of Equal opportunities

The SESAR 3 JU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

8.4 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept on file by the SESAR 3 JU. The personal data the SESAR 3 JU requests from candidates will be processed in line with Regulation (EU) 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... Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the SESAR 3 JU. Should the candidate have any query concerning the processing of their personal data, they shall address them to the SESAR 3 JU Data Protection Officer, sju.data-protection@sesarju.eu. Detailed information on the processing of personal data can be found in the relevant privacy notice.

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

ANNEX: Declaration of Honor

VACANCY NOTICE
Financial & Accounting Assistant (ref. VN227)
TA2(f) – Assistant - grade AST4

Declaration of Honor
Eligibility & Selection Criteria Grid

Last name: .....

First name: .....

Nationality: .....

Gender: .....

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. At least 9 years of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the key accountabilities, preferably in an international environment: **YES / NO**

3. 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 the duties: **YES / NO**

4. I am a national of a Member State of the European Union: **YES / NO**

5. I am entitled to my full rights as citizen: **YES / NO**

6. I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO / NA**

7. 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**