

- J be responsible for keeping the accounts of the S&D Group including the proper implementation of payments, collection of revenue, recovery of sums due and the preparation and presentation of the accounts;
- J coordinate the budgetary procedure including the preparation of the Group's draft annual budget;
- J prepare reports on the execution of the Group budget including a monthly financial report;
- J guarantee coherence between activities of the team and Group policies;
- J devise, draw up, formalize, propose, implement and follow the objectives and action plans set by the hierarchy;
- J supervise, lead, motivate and coordinate a small team; optimize the use of the team's resources whilst ensuring quality of service in the different areas of activity;
- J provide assistance to the Group President, Treasurer, Secretary General and competent Deputy Secretary General by means of background notes with opinions, summaries or analyses;
- J relay guidelines, objectives, instructions and information;
- J advise hierarchy, colleagues, the Group President and Treasurer in their areas of competence;
- J monitor the bodies responsible for coordination between political groups and the follow-up of their decisions;
- J co-ordinate the work of the team with the other units of the Group both within the department and outside it.

III CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfill the following conditions **by the closing date for applications**:

A. General Conditions

Under article 12§2 of the Conditions of Employment of Other Servants (CEOS) of the European Communities:

- you must be a national of one of the Member States of the European Union and enjoy your full rights as a citizen;
- you must have fulfilled any obligations imposed by the laws concerning military service;
- you must produce the appropriate character references as to your suitability for the performance of your duties.

B. Special Conditions

1. Qualifications and professional experience required:

- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year (this professional experience will not be included in the calculation of required professional experience set out below) when the normal period of university education is at least three years, or professional training of an equivalent level;
- at least 8 years' professional experience relevant to the job description. This experience must have been acquired after a university degree as set out in the first indent;
- significant professional experience in the area of accountancy;
- very good knowledge of Community mechanisms and the EU institutions;

- experience in managing working methods and implementing internal procedures;
- experience in the areas of supervision, leadership, motivation and coordination of a team;
- experience of working in an international environment.

2. Knowledge of languages

Candidates must have a thorough knowledge of one of the official languages of the European Union. For the requirements of the post, a very good knowledge of English or French and a good knowledge of another of the following languages is required: English, French, German or Spanish. Knowledge of other official languages of the European Union will be taken into account.

3. Supporting documents required

Professional experience, training or studies, as well as linguistic knowledge must be set out in detail in the application form and must be accompanied by supporting documents.

With regard to the qualifications and diplomas outlined in point III.B.1., presentation of a translation in one of the following languages (French, English, German or Spanish) would be appreciated. Candidates whose diplomas are in a language other than one of the current official languages of the EU must attach an official translated copy in either French, English, German or Spanish.

With regard to professional experience, this must be justified by one or more supporting documents, from among those listed for guidance below:

- employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and the dates on which the professional experience began and, where relevant, ended,
- in the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity,
- proof of activity as self-employed worker (for example tax forms, VAT forms, commercial register, social security, invoices).

A curriculum vitae is not regarded as a supporting document.

Should it not be clearly ascertainable from the qualifications and diplomas, ALL claims regarding linguistic knowledge must be backed up by supporting documents enclosed with the application form. In the case of absence of such documents, candidates must explain in a very detailed manner, on a separate sheet, how they acquired this knowledge.

Any personal data generated in connection with the recruitment procedure shall be processed pursuant to 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 Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present recruitment procedure.

IV ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held on the basis of qualifications and tests.

The Appointing Authority will draw up a list of the candidates who have submitted their applications in the form required and by the closing date and who fulfill the general conditions (see point IX).

Accordingly candidates will be eliminated automatically if they:

- forward their application after the closing date, as evidenced by the postmark,
- fail to sign their application form,
- do not use and duly complete the official application form and/or
- do not fulfill the general conditions for admission.

Candidates will be informed after the closing date for applications if the application has been rejected on any of the above grounds.

Candidates who do not meet the conditions governing admission or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be eliminated at this stage.

V QUALIFICATIONS

The Selection Board will consider the applications on the basis of the supporting documents contained in the candidate's application file and select those candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in point II: Job Description.

In order to do this, it will proceed with its evaluation based on the following criteria:

- | | |
|----------------------------------------------------------------------------------------------|---------------|
| a) profile of the candidates with regard to the post to be filled | 0 - 15 points |
| b) Knowledge and aptitude of the candidates: | |
|) professional experience in a multicultural environment | 0 - 5 points |
|) knowledge of the EU institutions and their working methods | 0 - 5 points |
|) experience in leading, motivating and coordinating a team | 0 - 5 points |
|) experience in managing projects (technical, administrative, legal, financial or budgetary) | 0 - 10 points |

Total maximum possible: 40 points

- | | |
|---------------------------------------------------------------------------|-----------------------------|
| c) Linguistic knowledge | |
| Z Languages of the competition tests: English, French, German and Spanish | each language: 0 - 2 points |
| Z Other languages: (global) | 0 - 2 points |
| Total: maximum possible: 10 points | |

A maximum of 10 candidates resulting from this evaluation of qualifications will be selected to take part in the written tests.

VI TESTS

Invitations to the tests will be sent by email. Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address. The S&D Group cannot be held responsible for delays in mailing or the non-delivery of emails.

A. WRITTEN TESTS

In their application form, candidates must indicate the language chosen for the tests.

Tests 1, 2 and 3 must be completed in the same language chosen by the candidate (English or French). Test 4 must be completed in English, French, Spanish or German and be different from the language chosen for Tests 1, 2 and 3.

Nature, duration and marking of the test

Test 1: Case study based on a dossier compiled from several sources and with different types of content

This test aims to assess:

-) the candidate's ability to analyse and summarize;
-) problem-solving abilities and resilience to stress;
-) ability to prioritize and organize;
-) writing ability;

Duration of test: 1 hour 30 minutes

Marking: 0 to 50 points

Candidates scoring less than 25 will be eliminated.

Test 2: A technical test specifically related to the field of accountancy:

- the ability to analyse a complex problem;
- the ability by the candidate to resolve the problem and propose a suitable solution;
- writing ability

Duration of the test: 2 hours

Note: 0 to 50 points

Candidates scoring less than 25 will be eliminated.

Test 3: Self-assessment questionnaire

Duration of the test: 45 minutes

No points awarded and this test is not eliminatory

Test 4: Language test in a different language from that chosen for tests 1, 2 and 3 in English, French, German or Spanish. This test is aimed at assessing the level of comprehension of a second language.

Duration of the test: 1 hour

Marks: from 0 to 20 points

Candidates scoring less than 10 points will be eliminated.

B. ORAL TESTS

The oral tests will be held in two parts:

Part a) A competency-based assessment of the candidate: communication skills, working with others, leading a team

Duration of test: 1 hour

Marks: 50 points - candidates scoring less than 25 points will be eliminated

Part b) interview with the Selection Board to enable it to judge the following elements, taking into account all the information contained in the candidate's application file:

1. Professional knowledge of the candidate, in particular with regard to the knowledge required in chapter III B. point 2, and the candidate's aptitude to carry out the duties described in chapter II "Job description" in a European institution.
Marks: from 0 to 60 points
Candidates scoring less than 30 will be eliminated.
2. General skills of the candidate, in particular, the ability to work under pressure, capacity of reasoning and judgement, precision and perseverance, *interpersonal skills*, capacity to adapt to technological changes, motivation and ability to adapt to a multicultural environment.
Marks: from 0 to 30 points
Candidates scoring less than 15 will be eliminated.
3. Knowledge of languages of the candidate as indicated in the application form.
Marks: from 0 to 10 points

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The list of suitable candidates will include, in order of merit, the names of those candidates who have obtained the minimum mark required for each test (the marks obtained for the written and oral tests will be added together).
Candidates will be informed individually of their results.

Should a candidate consider as fully justified the presentation of a request for review, they must send it, within ten calendar days of the communication of the results, by registered letter bearing the number of the selection procedure, to Ms Emmanuelle LE TEXIER, Head of Human Resources Unit (see point IX) who will forward it to the Selection Committee Chair. No request for review sent by e-mail will be accepted.

VIII. CONDITIONS OF RECRUITMENT

The Authority empowered to conclude contracts of employment (AECE) will choose from the candidates who are on the list of suitable candidates, the person best fitting the post to be filled. They will be recruited as a temporary agent in the AD 8 grade. The salary step in which they will be appointed by the Administration will depend upon the provisions in force in this regard.

A reserve list will be drawn up in accordance with the S&D Group's internal rules and the Staff Regulations of the European Institutions. Candidates included on the list of suitable candidates may be eligible to be recruited at a later date in the event of a similar vacancy.

If the successful candidate is a European civil servant of one of the EU institutions, the S&D Group will request their secondment to the S&D Group in the interests of the service, in accordance with articles 37 and 38 of the Staff Regulations of the European Institutions.

IX. APPLICATIONS

The application form must be duly completed **in one of the following languages: French or English**. It is available on the website of the S&D Group in the EP

(www.socialistsanddemocrats.eu) and, upon request, from the Human Resources Unit of the S&D Group secretariat¹.

Candidates must **fill in and sign** the application form and enclose with it photocopies of supporting documents to show that he/she meets the special conditions governing admission to the selection procedure to enable the Selection Board to verify the claims made on the application form. If the candidate fails to do so he/she will be disqualified.

Each page of the photocopied supporting documents must be numbered. All the supporting documents enclosed with the application form must be listed on a contents page giving a description of each document and the corresponding page number(s).

Candidates are kindly asked not to staple or bind their documents.

None of the papers in the application file will be returned to the candidate.

Candidates with a physical disability are requested to enclose with their application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

The application form and the photocopied supporting documents must be sent **by registered post with receipt of delivery, by 25 January 2019** at the latest (as attested by the postmark) to the following address:

**S&D GROUP IN THE EUROPEAN PARLIAMENT
Ms Emmanuelle LE TEXIER - Office ATR 05K048
Head of Unit, Human Resources Unit
Notice of recruitment n° AD/09/2018
Rue Wiertz, 60
B-1047 Brussels**

Any correspondence relating to an application must quote the name given in that application and the number of the selection procedure, and must be sent only to the aforementioned address.

The address ² indicated by the candidate in the application form will be the address used for all correspondence relating to the selection procedure, including invitations to tests. This address will be considered as the location from which the candidate will depart to travel to the place of the tests.

It is the candidate's responsibility to inform in writing to the aforementioned address, and in good time, of any change in personal data and/or address.

Shortlisted candidates who are offered a job will in due course be required to produce the originals of their diploma, degree and employment certificates for verification.

Brussels, 7 January 2019

¹ email address: s-d.competitions@ep.europa.eu

² If for specific, exceptional reasons a candidate requests selection procedure correspondence to be sent to an address other than his/her actual place of residence, the candidate must enclose a separate sheet giving full and detailed reasons for his/her request. Any statement of this kind will be treated in complete confidence.