

Finance & Procurement Officer

REF.: ESMA/2023/VAC09/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Resources Department (Finance & Procurement Unit)
Place of employment	Paris, France – office based
Deadline for applications	02/05/2023 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2024

1 The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets. This mission is derived from ESMA's [founding Regulation](#) and encompasses this objective through three strategic priorities:

- fostering effective markets and financial stability;
- strengthening supervision of EU financial markets;
- enhancing protection of retail investors;

and two thematic drivers:

- enabling sustainable finance; and
- facilitating technological innovation and effective use of data.

ESMA achieves its mission within the European System of Financial Supervision (ESFS) through active co-operation with National Competent Authorities (in particular with securities market regulators) as well as with the European Banking Authority (EBA) and the European Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within

¹ According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

² Temporary agents may be engaged under their first contract for a fixed period of 5 years. Any further renewal shall be in principle for an indefinite duration. Probationary period for the first contract is nine months.

the ESFS as it exercises direct supervision over a number of financial markets participants, established in the EU or offering financial services in the EU from third countries.

For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

2 Job framework and profile

ESMA is organising a selection procedure for the post of **Finance & Procurement Officer** to staff a vacant post in the Finance & Procurement Unit (Resources Department) and to constitute a reserve list of suitable candidates.

The Resources Department is responsible for the Authority's resources and support functions. The Finance & Procurement Unit is responsible for preparing and implementing the budget and procurement plan and ensuring that budgetary transactions are run in a sound manner and in respect of existing EU rules and procedures

Reporting to the Head of Unit Finance & Procurement, the successful candidate will be responsible for the following tasks:

- ensure compliance with the EU Financial Regulation, implementing rules and internal rules on financial and procurement processes;
- advice and contribute to the further development and implementation of ESMA's finance, contract management, budgetary and procurement related policies, procedures, guidelines and templates in accordance with the relevant legal framework and ESMA's strategic plan;
- provide support and advice to financial assistants and other Teams/Units throughout the financial circuit;
- contribute to the planning, monitoring and direct implementation of the yearly budget and financial/procurement activities;
- contribute to ESMA's yearly revenue collection processes, notably fees, national contributions and EU subsidy;
- be directly involved in the development and implementation of a streamlined fee-collection process and in the calculation of yearly fees for all types of entities;
- monitor, assess and apply legislation applicable to ESMA's fees management, identify areas of improvement and contribute to ESMA's policy documents related to fees;
- act as Financial Initiator or Verifier agent, as appropriate;
- prepare purchase orders, order forms and specific contracts;
- ensure close cooperation and efficient communication with external stakeholders, financial actors, budget coordinators and the accounting team;

- draft reports, notes and presentations for Senior Management and ESMA's Governance Boards;
- follow up consumption of commitments and payment credits using the European Commission's financial system (ABAC), and Business Objects (ABAC Datawarehouse);
- coordinate financial management of ESMA's ad hoc projects;
- support the opening and closing of the budget year; and
- apply internal controls and support and contribute to audits related to the area of responsibility.

3 Professional qualifications and other requirements

3.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- have at least a level of education which corresponds to completed university studies of three years attested by a diploma³;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁴;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union⁵ and a satisfactory knowledge⁶ of another language of the European Union, and
- be physically fit to perform the duties linked to the post⁷.

³ Only qualifications that have been awarded in EU Member States or that are subject to equivalence certificates issued by the authorities of an EU Member State shall be taken into consideration.

⁴ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁵ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

⁶ At least at the level B2, according to the Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
Knowledge of the 2nd EU language will be tested orally for candidates invited for interviews.

⁷ Before the appointment, the successful candidate shall be examined by ESMA's medical centre in order to confirm that the candidate fulfils the requirements of Article 12(2) (d) of the CEOS (physical fitness to perform the duties).

3.2 Selection criteria

Applications which fulfil the above Eligibility criteria (part 3.1) will be assessed and scored against the Essential requirements (part 3.2.1). Candidates who do not meet all the Essential requirements (part 3.2.1) will be excluded from the selection process.

Candidates who meet all the Essential requirements (part 3.2.1) will be scored against the Advantageous requirements (part 3.2.2).

Within this comparative evaluation of applications, the **15 best candidates** (who obtain the highest scores) will be invited first for a written test⁸ (1st part of the selection procedure).

Consequently, the candidates, who reach a minimum score of 60% for the written tests, will then be invited for interviews with the Selection Board (2nd part of the selection procedure).

3.2.1 Essential requirements

- a) At least one (1) year of experience⁹ in one or more area(s):
 - Budget planning & reporting;
 - Financial Management;
 - Public procurement and financial contract management;
 - Financial audit/control.
- b) Advanced computer literacy, including advanced knowledge in Microsoft Excel (please describe how you use excel in your work);
- c) Excellent written and oral English and clear and concise writing style¹⁰.

3.2.2 Advantageous requirements

- d) Academic degree in Finance, Accounting, Law, Economics, Political Sciences or similar and/or professional training/certification relevant to the profile;
- e) Experience in implementation/applying of relevant legal frameworks, such as EU Financial Regulations (please specify which framework and detail your role and level of responsibilities in implementing it);
- f) Experience in drafting (in English) notes, policies, procedures and/or legal texts related to financial/procurement matters (please specify the type and title of the documents, as well as the level of your contribution in drafting them);

⁸ Tests and/or interviews may be performed remotely (via dedicated online platform and/or video application).

⁹ Experience must be acquired after the minimum education, as required under part 3.1.

¹⁰ At least at B2 level <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, as evidenced in the CV/motivation. English is the internal working language of ESMA, as decided by ESMA Management Board with the decision ESMA/2011/MB/3 of 11/01/2011. This decision implements Article 73 (2) of the ESMA [Regulation \(EU\) No 1095/2010](#) establishing ESMA.

- g) Motivation for the advertised position.

Candidates invited for interviews and written tests will be assessed against all selection criteria (parts 3.2.1 & 3.2.2 & 3.2.3).

3.2.3 Supplementary requirements

- j) Very good organisation and prioritization skills and ability to handle large volume of work in an efficient and timely manner;
- k) Very good analytical skills and ability to prepare a well-structured financial reporting, including ability to present and visualise data for non-technical audiences;
- l) Critical thinking, problem solving skills and strong aptitude for teamwork;
- m) Ability to work independently in the area of assigned responsibility;
- n) Strong interpersonal skills and ability to interact smoothly and efficiently with multiple internal and external stakeholders.

The candidates who receive at least 60% of the maximum points in both the written tests and interviews will be included in the reserve list of suitable candidates.

The established reserve list may be used for the recruitment of a similar post depending on the needs of ESMA. Please note that inclusion in the reserve list does not guarantee recruitment.

The Selection Board's work and deliberations are strictly confidential and any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the Members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

4 How to apply

You must submit your application through [e-Recruitment](#). ESMA does not accept applications submitted by any other means.

All sections of the application must be completed in English. To be considered, applications must be received by 23:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, to avoid potential problems due to increased activity on the recruitment platform.

Please consult the [Candidates Guidelines](#) for instructions on completing your application.

Following the submission of the application candidates will receive an automatic email acknowledging receipt of the application.

Please note that all correspondence will take place by email, so candidates should ensure that the email address associated with applicant's account is correct and that it is checked regularly.

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice (as explained in part 3) and these must be met by the deadline for submitting applications.

5 Summary of conditions of employment

- Successful external candidates may be offered an employment contract for five years as a temporary agent. Any further renewal shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the grade and classified in step 1 or 2.

Grade/step	Minimum requirements for classification in step ¹¹ <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly net salary, without expatriation or family allowances	Monthly net salary, with expatriation and without family allowances	Monthly net salary, with expatriation and family allowances for one child
AD5 step 1	3 years university degree	€ 4,984.32	€ 5,986.34	€ 7,184.31
AD5 step 2	3 years university degree + 3 years experience	€ 5,171.09	€ 6,215.22	€ 7,427.42

- The monthly basic salary is multiplied by the correction coefficient for France (currently 116.8%).
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation. In the above-mentioned examples, tax is already deducted.
- Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.

¹¹ ESMA Management Board Decision ESMA-2014-MB-14, adopting of general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement - Commission decision (C(2013) 8970 of 16/12/2013): https://www.esma.europa.eu/sites/default/files/library/decision_on_classification_in_step_2013.pdf

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days home leave if applicable, and in addition on average 17 ESMA holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance, and
- General and applicable professional training, plus professional development opportunities.

6 Data protection

Candidates' personal data are processed as required by the Regulation (EU) No 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.¹² This applies in particular to the confidentiality and security of such data. For more information, please check the [privacy statement on recruitment procedures](#).

ESMA will take all necessary measures to ensure the confidentiality of the procedure, however it cannot be ruled out that candidates see one another on the day of the interview or written test.

7 Ethics obligations

ESMA Staff members act as ambassador of ESMA and abide by, and actively promote, the highest ethical, integrity and good administration principles as set out in [ESMA's Conflict of Interest Policy for ESMA Staff](#) and ESMA's Code of Good Administrative Behaviour¹³.

Selected candidates who are offered a position at ESMA undergo a conflict of interest check before they can be effectively recruited by ESMA. Similarly, before leaving, a conflict of interest check is performed on staff's prospective employment and former staff remains under an obligation to notify ESMA of new employment positions for two years after leaving¹⁴.

Strict professional secrecy duties apply while working at ESMA and after leaving.

¹² Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39

¹³ All information on the conflict of interest rules applicable to the ESMA Staff are available here: <https://www.esma.europa.eu/about-esma/governance/ethics-and-conflict-interests>

¹⁴ See in particular Section 7.8 of ESMA's Conflict of Interests Policy and Title Four of Commission Decision C(2018)404 final of 29 June 2018 on outside activities and assignments and on occupational after leaving the Service, as incorporated in ESMA's Conflict of Interests Policy.

8 Appeal procedure

If, at any stage of the selection procedure, you consider that your interests have been prejudiced by a particular decision, you can take the actions detailed in point 5.7 of the [Candidates Guidelines](#).

9 Equality and diversity

Here at ESMA we believe in equality & diversity. ESMA is an equal opportunity employer committed to providing a welcoming environment. We welcome applications from all qualified candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.