



Acting Director

Luxembourg, 23 January 2019

## VACANCY NOTICE No CDT/01/19

It is hereby brought to the attention of the staff of the institutions of the European Union that a post in the AD function group has become vacant in the **Director's Office of the Translation Centre**.

This vacancy notice is published pursuant to Article 29(1)(b) of the Staff Regulations (transfers of officials of the institutions and agencies of the European Union, officials being as defined in Article 1a of the aforementioned Staff Regulations).

The place of employment is Luxembourg.

The Translation Centre is an agency of the European Union established in 1994. The twofold mission of the Centre is described in its Founding Regulation. Its first mission is to provide translation and language services to the institutions, agencies and bodies of the EU. Its second mission is to contribute, via interinstitutional cooperation, to the rationalisation of the use of resources and the harmonisation of procedures in the field of translation within the EU.

The Translation Centre is seeking a Chief Accounting Officer whose role it is to:

- develop, coordinate and implement the financial policy laid down by the Director and the Head of the Administration Department in order to ensure it is coherent and in line with the Centre's general policy;
- provide advice in the areas of responsibility to the Director and management.

Working under the Director, this position comprises the following tasks in particular:

1. Team management: contribute to the Centre's work programme and activity report; ensure a good working atmosphere in the team and motivate it to achieve the expected delivery objectives; organise and distribute work among staff members for tasks to be completed; exercise leadership conducive to generating and sustaining motivation; provide coaching to develop the team's potential; establish training needs and contribute to the performance evaluation of team members in order to facilitate efficient organisation and competent, satisfied and effective staff.
2. Management of accounting projects and processes: ensure the implementation of accounting activities in accordance with the established principles for managing projects and processes:
  - General account keeping and organisation: ensure the correct processing of payments and collection of revenues, prepare and draw up accounts, undertake accounting, implement, in accordance with Title VII of the Financial Regulation, the accounting rules and methods as well as the accounting plan in accordance with the provisions adopted by the Commission's accounting officer, determine and validate the accounting systems and, where appropriate, validate the systems determined by the authorising officer to provide or justify accounting information, manage cash flows, in order to establish and draw up the Centre's accounts.
  - Development of the Centre's cost accounting: maintain a model for allocating the Centre's direct and indirect costs in order to determine the actual cost of a translation page.
  - Preparation of statistics and invoicing of translation services: draw up all statistical reports enabling clients to be invoiced at the price set by the Centre's Management Board, monitor communication with clients and suppliers and coordinate activities in order to deal with any invoicing issues.
  - Internal control in the area of accounting: implement internal control standards to manage the risks associated with running the Centre.
  - Management of audits: plan the work to be carried out internally by the other departments in order to provide timely responses to the Court of Auditors and external auditors, and liaise with these authorities.
  - Coordination and verification of accounting in the area of real estate: monitor and control all elements of the Centre's inventory to reflect its assets in the balance sheet, set up inventory control procedures.
3. Analysis and advice: advising and providing guidance to the Director's office, heads of departments and section heads on financial policy.

4. Interinstitutional relations: attend external working meetings and conferences with a view to representing the Centre in interinstitutional activities related to accounting; assist the head of department in responding to ad hoc requests from the Court of Auditors, the European Parliament or the internal auditor.

**PROFESSIONAL EXPERIENCE AND TECHNICAL SKILLS REQUIRED:**

- Five years of relevant experience acquired in one of the institutions or bodies of the European Union.

Languages:

- A very good knowledge of French and English;
- Knowledge of any other official EU language is considered an asset.

Additional knowledge:

- Extensive professional experience with regard to the Financial Regulation and its implementing rules;
- Professional experience in accounting, finance or audit;
- Experience in monitoring and using accounting IT systems.

**NON-TECHNICAL SKILLS:**

- Communication: comfortable interacting at all hierarchical levels and in a multicultural environment, excellent writing ability, conceptual and formulation skills; ability to run meetings, negotiation skills.
- Organisation: ability to judge the importance of different tasks/requests and establish priorities, global thinking, ability to coordinate multiple activities, methodical approach and ability to take initiative, versatility.
- Leadership: ability to inspire, empower and engender trust in others, excellent listening skills, ability to secure the commitment of everyone to the mission and its objectives and foster a climate of continuous feedback, skilled at delegation and supervision.
- Management: ability to motivate a team, encourage it to achieve set goals and develop individual potential.
- Responsibility: highly rigorous and passionate about excellence, discretion, respect for confidentiality, availability, willingness to achieve objectives whilst respecting pre-defined priorities, ability to take ultimate responsibility for the team's actions.
- Adaptability: open-mindedness, ability to work under pressure, willingness to take on new tasks and to develop.

## ELIGIBILITY AND SUBMISSION OF APPLICATIONS

**ONLY OFFICIALS OF THE EUROPEAN UNION INSTITUTIONS AND BODIES CURRENTLY GRADED IN THE FUNCTION GROUP AND AT ONE OF THE GRADES RELEVANT TO THE POST ON OFFER MAY APPLY FOR THE POSITION.**

If you are interested in applying, please send your application by email to [E - selection@cdt.europa.eu](mailto:E-selection@cdt.europa.eu) or to the address below by the deadline indicated in the vacancy notice. Your application must be accompanied by a covering letter, a detailed CV and a certificate attesting that you have the status of an official of the European Union and belong to at least the function group and one of the grades mentioned in the vacancy notice.

**Translation Centre for the Bodies of the European Union – Human Resources Section  
(Ms Maša BOHNEC)  
Ref: CDT/01/19  
DROSBACH Building  
12E, rue Guillaume Kroll  
L-1882 LUXEMBOURG**

**APPLICATION DEADLINE:** APPLICATIONS MUST BE SENT AT THE LATEST BY 12 FEBRUARY 2019.

Candidates are reminded that only applications sent by the deadline, as evidenced by the postmark, will be taken into consideration. We strongly recommend that applications be sent by registered post.

Candidates pre-selected on the basis of their experience and skills may be invited to attend an interview with the Selection Board and a skills assessment.

In employment matters the Translation Centre applies an equal opportunities policy and will accept applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation, handicap, marital status or family situation.

[Specific privacy statement for processing of personal data](#)