Director

Notice for the attention of the staff of the Translation Centre
Post advertised pursuant to Articles 4 and 29(1)(a)(i) of the Staff Regulations

VACANCY NOTICE No CdT/04/2025 of 31 October 2025

Deadline for applications: **14 November 2025 / 23.59**

Vacancy notice
Brief description of tasks

Minimum qualifications required to apply for a transfer:

(1) Be in the same function group and at one of the grades for the post (transfer)

(2) Knowledge and skills relating to the duties to be performed

To apply:

Interested **officials** are requested to apply through Systal (https://aa251.referrals.selectminds.com/?lset=en_US) **within the deadline**.

ADMINISTRATOR (AD8-AD12) **TRANSLATION CENTRE** **REF. POST: CDT - 04 - 2025**

The Translation Centre is seeking to recruit a **Chief Accounting Officer**

The duties for this post are as per the **job description** below:

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during the interview.

ESSENTIAL SKILLS:

- Professional experience or very good understanding related to the nature of the tasks (see description in Annex 1).
- Professional experience and technical skills required:

  ➢ Extensive professional experience with regard to the Financial Regulation and its implementing rules;

  ➢ Extensive professional experience in accounting and knowledge in the areas of finance and audits;

  ➢ Experience in monitoring and use of computer-based accounting systems;

- Language skills:

  ➢ very good knowledge (level B2 or above) of English and French;

  ➢ the knowledge of other EU languages is considered an advantage.

- Other skills:

  ➢ leadership skills and ability to motivate and encourage people;

  ➢ solid interpersonal and communication skills including negotiation skills;

  ➢ ability to liaise effectively with people at all levels of the organisation and externally;

  ➢ strong sense of responsibility, discretion, confidentiality and initiative, as well as reliability and flexibility;

  ➢ ability to prioritise and work under stress in a multicultural environment;

  ➢ open-mindedness, reliability, predictability and positive attitude;

  ➢ understanding of the institutional landscape and the framework of the European Union;

  ➢ excellent drafting skills and strong presentation skills.

  Specific skills will be verified and assessed during the oral test, among others.

ESSENTIAL NON-TECHNICAL SKILLS:

Collaboration: cultivating the ability to focus, align and build effective groups; willingness to share or partner with others and acknowledging the whole being greater than the sum of the parts;

Respect: treating colleagues, staff, and partners with respect and sensitivity; valuing diversity and drawing upon the different strengths, cultures, ideas, experiences and talents of people; providing equal and fair opportunities for employment, career development and learning, and giving a voice to every team member; ensuring a positive and energising work environment;

Integrity: being driven by one's commitment and not by personal gain or alliances with vested interests; protecting and promoting the reputation of the CdT; acting with honesty and integrity; not tolerating unethical behaviour and challenging it as a matter of personal responsibility, regardless of one's position in the organisation; maintaining high ethical standards and not abusing power of authority;

Self-development: taking initiative in learning and implementing new concepts, technologies and/or methods; committing to continually improving of one's own and the team's skills set by gathering new knowledge, skills and attitudes and by encouraging the team to develop on a continuous basis;

Change and innovation: having the ability to instigate needed change and to show a positive and open attitude towards change; understanding how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;

Client orientation: endeavouring to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance; serving both internal and external clients and build sustainable relationships.

Selection:

The Head of the Corporate Services Department shall examine all applications fairly. Applicants will be judged on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All candidates regarded by the Head of the Corporate Services Department as likely to be selected may be invited for interview.

The Head of the Corporate Services Department shall draw up a report on the results of the procedure including, where appropriate, any observations and their choice of the successful candidate. The report shall be sent to the Appointing Authority for a final decision.

Application procedure:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US)[1], within **10 working days** following the date of publication of the vacancy notice.
Specific privacy notice

[1] Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

ANNEX 1: JOB DESCRIPTION

Placed under the supervision of the Director, this post includes the following responsibilities:

- TEAM COORDINATION

- Contribute to the work programme and the Centre's progress report;
- Ensure a good working climate within the team and motivate it to achieve objectives expected service costs;
- Organise and distribute work among agents for the execution of tasks
- Exercise leadership to generate and sustain motivation
- Provide coaching that develops the team's potential
- Establish training needs and collaborate in the evaluation of team members in order to have an efficient organization and competent, satisfied and efficient staff.

- MANAGEMENT OF ACCOUNTING

- Organisation and maintenance of general accounts: ensure the proper execution of the payments, collection of revenues, preparation and presentation of accounts;
- Keeping the accounts, implementing, 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 laid down by the Commission's accounting officer;
- Determine and validate accounting systems and, where appropriate, validate systems defined by the authorising officer in order to provide or justify accounting information, manage cash flows, in order to establish and draw up the Centre's accounts;
- Management of the Centre's cost accounting: maintain a model for the distribution of costs of the Centre, both direct and indirect, in order to know the real cost of the provided service. Coordination and verification of accounts in relation to the management of fixed assets: monitor and control all elements of the Centre's inventory to reflect its heritage, in the balance sheet, set up control procedures in the inventory area.

- STATISTICS (general)

- Establishment of statistics and monitoring of the invoicing of translation services: elaborate all statistical reports that allow for billing to customers at the price set by the Management Board of the Centre;

- AUDIT, CONTROL and INSPECTION

- Audit management: planning the work to be done internally by other departments: in order to provide timely responses to the Court of Auditors and external auditors and liaise with these bodies;
- Internal control in the field of accounting: implement the internal control standards to control the risks associated with running the Centre.

- ANALYSIS and ADVICE

- Analysis and advice: advise and give guidance to the Management, the heads of departments and heads of section with regard to finance policy.

- INTER-INSTITUTIONAL RELATIONS

- Attend external meetings or conferences to represent the Centre in interinstitutional activities related to accounting;
- Assist the Heads of Department and the Director in responding to ad hoc requests from the Court of Auditors, the European Parliament or the internal auditor.