

ENERGY COMMUNITY SECRETARIAT

PROFESSIONAL POSITION

Vienna, Austria

The Energy Community Secretariat is an institution set up under the Treaty establishing the Energy Community (the "Treaty"). The Energy Community is an International Organization with its seat in Vienna. The Secretariat has overall monitoring, coordinating and administrative functions in regard with the implementation of the Treaty by the Parties to the Treaty.

Based on the ongoing Energy Community Work Program, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

Financial Officer

(ref.:ECS/02/2024)

Under the supervision of the Head of Administrative and Financial Unit, the **Financial Officer** shall be involved in the following tasks:

- Exercise regular routine control of the supporting documents for financial/administrative reports/dossiers, particularly in verification, validation and initiation of expenses;
- Prepares electronic payments in ELBA, when required;
- Provides timely communication to different stakeholders regarding payment's status;
- Keeps accurate and systematic records in respect of processed financial transactions in accordance with its bookkeeping standards and principles and organization's policies and procedures;
- Drafts required financial reports in a timely and accurate manner in accordance with established organizational practices and donor's requirements;
- Ensures high quality of data provided and supported by the required documents;
- Maintains the electronic filing systems and financial/administrative records related to the transactions under its portfolio;
- Provide regular financial information to the Project Management Unit;
- Conducts timely reconciliation of corporate credit and travel cards;
- Assists to liaise with banks on treasury transactions;
- Reviews event's participants travel reimbursement claims, verifies eligibility, ensures compliance and submits the data for processing;
- Verifies staff and other personnel travel reimbursement claims, ensures compliance and submits the data for approval;
- Provides timely and accurate data input in accordance with the monthly closure procedure working synergically with accountant, financial expert and other stakeholders involved;
- Prepares documents for financial reviews and internal and external audits;
- Participates in tenders and internal working groups, when required;
- Contributes to and participates in operational meetings;
- Provides support to all operations of the unit and performs duties as assigned by the Head of Unit or Director.

Requirements

The role requires a strong service-oriented approach, emphasizing data confidentiality and professional ethics. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

Core values and competencies:

- Professionalism: Demonstrates a high level of competence and ethical conduct in all tasks and interactions;
- Integrity: Consistently upholds the organization's core values and principles in all actions;
- Diversity: Respects and values diverse perspectives and contributions, fostering an inclusive work environment;
- Commitment: Actively contributes to the attainment of organizational objectives;
- Accountability: Takes ownership of both individual and delegated responsibilities, ensuring their successful completion;
- Collaboration: Effectively collaborates with colleagues to achieve shared goals and fosters a positive, trust-based working atmosphere;
- Result-oriented: Drives efforts toward achieving concrete outcomes and measurable results;

Selection criteria

Eligibility criteria:

- Citizenship of either EU Member States or of any Contracting Party to the Treaty¹;
- Physical capability to fulfil the responsibilities associated with the position²;
- University degree in accounting, financial management, business administration, law, or other related fields;
- A minimum of five years of working experience performing financial duties in one or more areas such as accounting, budgeting, treasury, grant reporting;
- Practical experience in operating different accounting and financial software;
- Excellent command of English.

Supplementary criteria:

- Capable of performing well under pressure, prioritizing tasks and operating within short deadlines;
- Ability to solve routine issues in the field of accounting and finance;
- Proven experience in managing documents, correspondence, data and reports;
- Ability to work collaboratively with colleagues to achieve organizational goals;
- Accuracy and focus on financial information entries, and data quality verification;
- Ability and willingness to work as a member of the team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Previous experience working with donor's as EU, UN, GIZ, will be considered an asset.

¹ <https://www.energy-community.org/legal/treaty.html>

² Any formal appointment shall be subject to certification by a qualified medical practitioner, designated by the Director that the appointee possesses the degree of physical fitness needed for the post, in accordance with Article III.7 of the Energy Community Recruitment Rules

Employment contract

The Financial Officer will be offered a contract for three years, with a probation period of 6 months, which may be renewed³. The duty station is in Vienna, Austria.

The salary ranges are defined by the Energy Community budget. For this position, the Energy Community Secretariat offers a minimum tax-exempted salary of EUR 4,737. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

Other benefits consist of:

- 30 annual leave days per calendar year, as well as the official national holidays of the duty station,
- Up to three work from home days per calendar month,
- Accident insurance fee coverage of 100%,
- Health insurance costs reimbursement, in line with the Staff Regulations,
- Coverage of selected individual development and trainings.

The terms and conditions of employment adhere to the provisions outlined in the Energy Community Staff Regulations.

The commencement date of the employment is expected to be as soon as possible, preferably in April 2024.

Selection procedure and next steps

According to Article 69 of the Treaty, the Director selects and appoints the staff of the Secretariat.

The Director will be supported in the selection procedure by a Selection Committee established in accordance with item III.15. of the *Rules for Recruitment, Working Conditions and Geographical equilibrium of the Secretariat's staff of the Energy Community*. The Selection Committee will agree on the shortlist of candidates meeting best the selection criteria as referred to in this vacancy notice.

Shortlisted candidates are expected to be invited, in March 2024, for an interview to take place in Vienna at the premises of the Secretariat, unless specified otherwise. They may be also invited to a written test in accordance with Article III.18 of the Energy Community Recruitment Rules.

Non-discrimination

Any form of discrimination during the selection process is strictly prohibited, regardless of the grounds. All positions are equally accessible to any gender, with no consideration of race or creed. There shall be no favoritism towards specific individuals or nationals from any country, party, or signatory.

Applications and deadline

For applications to be valid, candidates must submit their application using the on-line recruitment form for the position. CV and motivation letter, must be attached. The form is available here: https://www.energy-community.org/aboutus/jobs/vacancies/form_02_2024.html.

³ Subject to funds availability

Please fill in all the requested fields, avoiding sentences such as “Please find this information on my CV”.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

Applications have to be sent by **February 29, 2024, 23:59 CET** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

Data Protection

Please note that your personal data will be stored and processed by the Secretariat in line with and for the period required by the purpose of the recruitment procedure.

For this particular position, a reserve list shall be established. The reserve list shall include short-listed candidates and shall be valid 12 months. The recruitment procedure is deemed to be finalized once the reserve list expires.

The Energy Community Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection. If you want to learn more or have concerns, please send an email to data-protection@energy-community.org.

Should you encounter difficulties in submitting your application, please, contact recruitment@energy-community.org.