



VACANCY NOTICE

SENIOR OFFICER – FINANCIAL REPORTING (AD7)

(F/M)

REF.: ESMA/2014/VAC26/AD7

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|---|---|
| Type of contract | Temporary Agent ¹ |
| Function group and grade | AD7 |
| Duration of contract | 3 years, with possibility of extension ² |
| Division/Unit | Investment & Reporting Division |
| Place of employment | Paris, France |
| Monthly basic salary³ | 6,589 € at step 1 (6 years of professional experience after obtaining minimum qualifications) or 6,866 € at step 2 (9 years of professional experience after obtaining minimum qualifications), plus specific allowances, where applicable (see part 4) |
| Deadline for applications | 02 November 2014 16 November 2014 (23:59 hrs, Paris local time) |
| Reserve list valid until | 31/12/2015 (the validity of the reserve list may be extended) |

1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. It works closely with the national competent authorities who are members of the European System of Financial Supervision and the other European Supervisory Authorities – the European Banking Authority (EBA) responsible for banking and the European Insurance and Occupational Pensions Authority (EIOPA) responsible for insurance and occupational pensions.

ESMA's mission is to enhance the protection of investors and promote stable and well-functioning financial markets in the European Union (EU). As an independent institution, ESMA achieves this aim by building a single rule book for EU financial markets and ensuring its consistent application across the EU. ESMA contributes to the regulation of financial services firms with a pan-European reach, either through direct supervision or through the active co-ordination of national supervisory activity.

ESMA also contributes to the financial stability of the European Union, in the short, medium and long-term, through its contribution to the work of the European Systemic Risk Board, which identifies potential risks to the financial system and provides advice to diminish possible threats to the financial stability of the Union. ESMA is also responsible for coordinating actions of securities supervisors or adopting emergency measures when a crisis situation arises.

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

¹ According to the Article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

² Temporary/Contract Agents may be engaged under their first contract for a fixed-term period. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration. Probationary period for the first contract is nine months.

³ The amount of basic salary is already weighted by the correction coefficient factor for France (currently 117.4 %).



2. Job description

ESMA is organising a selection procedure for the post of **Senior Officer – Financial Reporting** within the Investment and Reporting Division (I&R Division). The Division provides support and expertise in the areas of Asset Management, Investor Protection and Financial Innovation, and Corporate Reporting and Corporate Finance.

The main mission of the Corporate Reporting team is to contribute to the development of the International Financial Reporting Standards (IFRS), the consistent enforcement of the financial statements prepared under IFRS across the European Union, periodic reporting and storage of regulated information. Following the agreement reached between the co-legislators, ESMA will also have responsibilities in the area of audit, and in particular to contribute to the technical assessment of public oversight systems of third countries and international cooperation.

Under the responsibility of the Head of Investment & Reporting Division and the direct supervision of the Corporate Reporting Team Leader, the jobholder will be contributing to:

- Conducting policy work related to IFRS accounting and financial reporting matters as derived from the IAS Regulation and Transparency Directive, consisting in:
 - Coordination and the actual drafting of different types of accounting policy and accounting practices documents in the above mentioned areas.
 - Organisation, participation and, sometimes, leading of the works of the various project streams assigned that ESMA is setting up to fulfil its tasks in that area;
- Representing ESMA in meetings with internal and external stakeholders;
- Handling communication with various working groups organised within ESMA, with EBA and EI-OPA and possible other European entities;
- Ensuring strong cooperation with the team members involved in policy work in the Corporate Reporting team on accounting and periodic reporting areas;
- Developing a smooth cooperation and communication between the different members of the team, as well as across the rest of the Unit and across ESMA.
- Undertaking any other related supporting tasks assigned by the Corporate Reporting Team Leader or the Head of Division.

3. Professional qualifications and other requirements

A. 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 **four (4) years** attested by a diploma⁴, and after having obtained the diploma, **six (6) years** of proven professional experience⁵

⁴ Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States shall be taken into consideration.

⁵ Professional experience shall be taken into account from the date on which the person fulfils the minimum qualifications. Only duly documented professional activity is taken into account. Any given period may be counted only once. Professional activities pursued part time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked. Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant work experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification as stated in Eligibility Criteria shall be taken into account as professional experience, if the official documentation is provided. Completed PhD studies can be counted as professional experience up to the total duration of 3 years.



OR

Have at least a level of education which corresponds to completed university studies of **three (3) years** attested by a diploma⁶, and after obtained the diploma, **seven (7) years** of proven professional experience⁷;

- Be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- Enjoy full rights as a citizen⁸;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Have thorough knowledge of one of the languages of the European Union and a satisfactory knowledge⁹ of another language of the European Union;
- Be physically fit to perform duties linked to the post¹⁰;

B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be assessed against the Essential requirements (part B.1).

Candidates who do not meet all of the Essential requirements (part B.1) will be excluded from the selection process.

Candidates who meet all of the Essential requirements (part B.1) will be scored against the Advantageous requirements (part B.2). Within this comparative evaluation of applications, the 6 best candidates who obtain the highest scores and reach a minimum score of 65% will be invited for interviews and written tests.

Please note that non-compliance with one or more of the Essential requirements (B.1) will not result in the exclusion of the candidate from the selection process.

B.1. Essential requirements

- a) At least six (6) years of work experience (required under part 3.A) acquired in a regulatory, accounting advisory or audit firm in relation to financial information of listed entities on regulated markets;
- b) Excellent written and oral English¹¹;

B.2. Advantageous requirements

⁶ See footnote nr 4.

⁷ See footnote nr 5.

⁸ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁹ At least at the level of B2, according to the Common European Framework of Reference for Languages:

http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/CEFR_EN.pdf

http://www.coe.int/t/dg4/education/elp/elp-reg/cefr_EN.asp

Knowledge of 2nd language will be tested in the oral and written form for candidates invited for interviews.

¹⁰ Before the appointment, the successful candidate shall be examined in a medical centre indicated by ESMA in order to confirm that the requirements of Article 12(2) (d) of the CEOS of EU are met (fit for work/medical clearance certificate).

¹¹ At least B2 level. The Selection Board will assess the candidate's self-evaluation and drafting skills.

- c) Experience with the technical department of an accounting advisory/audit firm, or the national or international accounting standard setter;
- d) Knowledge (acquired by experience or training/education) of the EU law;
- e) Professional qualification with an accountancy body within the EU;
- f) Experience in project management;
- g) Experience in drafting accounting policy or accounting practice documents at the EU or/and national level;
- h) Motivation for the advertised position;

INTERVIEWS & WRITTEN TESTS PHASE

Candidates invited for interviews and written tests will be assessed against all selection criteria (parts B1 & B2 & B3).

B.3. Supplementary requirements

- i) Strong interpersonal skills and ability to interact with multiple internal and external stakeholders, including at a senior level;
- j) Good communication and organisational skills;
- k) Ability to work under pressure and deliver high quality work under very tight timelines;
- l) Ability to handle change and adapt to new situations;

Candidates who receive at least 65% of the maximum points in both the interview and written test 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.

B.4. How to apply

Applications will be **disregarded** and not evaluated, if at least one of the following criteria is not met:

- 1. The application must include both CV and motivation letter in English** (working language of ESMA);
 - 2. Application documents must be sent to vacancies@esma.europa.eu by the specified deadline, indicated in the vacancy notice;**
 - 3. Application documents must be marked accordingly with the reference number of the vacancy notice, and**
 - 4. CV must be submitted in the European format** (see templates below).
- ✓ **CV in the European (Europass) format¹²**, saved as: ESMA_2014_VAC26_AD7_FAMILY NAME_First name_CV
Example: ESMA_2014_VAC26_AD7_SMITH_Anna_CV
 - ✓ **Motivation letter** of no more than 2 pages, explaining the interest and motivation of the candidate for this particular post, saved as: ESMA_2014_VAC26_AD7_FAMILY NAME_First name_Motivation letter
Example: ESMA_2014_VAC26_AD7_SMITH_Anna_Motivation letter
 - ✓ **Indication in the subject line of the email:** ESMA_2014_VAC26_AD7_FAMILY NAME_First name
Example: ESMA_2014_VAC26_AD7_SMITH_Anna

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy

¹² <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>



notice (as explained in part 3) and these must be met by the closing date of the vacancy notice.

Please note that “Candidate Guideline” document published on ESMA website represents an integral part of this vacancy notice and should be consulted before sending application documents:

http://www.esma.europa.eu/system/files/2013-1450_candidate_guidelines.pdf

<http://www.esma.europa.eu/page/Vacancies-0>

5. Summary of conditions of employment

- Successful candidate will be recruited in the respective grade and classified either in step 1 or 2. The applicable monthly basic salary is multiplied by the correction coefficient for France (currently on the date of publication of the vacancy notice: 117.4%);
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation;
- 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;
- Annual leave entitlement of two days per calendar month plus additional days for age, grade, distance from the place of origin 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;
- General and applicable professional training plus professional development opportunities;
- Probationary period of nine months;

Further information regarding rights, conditions of employment and benefits can be found at the following links:

<http://www.esma.europa.eu/page/Working-ESMA-1>

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>