



VACANCY NOTICE
SECONDED NATIONAL EXPERT (XBRL PROFILE)
(F/M)

REF.: ESMA/2016/VAC19/SNE

Type of contract	Seconded National Expert (SNE) ¹
Function group and grade	SNE
Duration of contract	Short-term SNE contract (up to 12 months) ²
Department	Investors and Issuers Department
Place of employment	Paris, France
SNE's monthly basic salary	Monthly and daily allowance paid by ESMA to the SNE ³
Deadline for applications	21/08/2016 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2017 (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. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets. This mission is derived from ESMA's founding Regulation⁴ and encompasses three objectives:

- **Investors' protection:** to have the needs of financial consumers better served and to reinforce their rights as investors while acknowledging their responsibilities;
- **Orderly markets:** to promote the integrity, transparency, efficiency, and well-functioning of financial markets and robust market infrastructures, and
- **Financial stability:** to strengthen the financial system in order to be capable of withstanding shocks and the unravelling of financial imbalances while fostering economic growth.

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 the ESFS as it focuses on the securities and financial markets dimension and the overarching European aspects of these objectives. For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

¹ Staff employed by a member of the European System of Financial Supervision, as per the ESMA Management Board decision on secondment of national experts – ESMA/2014/MB/67: <https://www.esma.europa.eu/sites/default/files/library/2015/10/2014-mb-67.pdf>

² See Article 4 (Period of secondment) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67: The period of secondment can also be shortened.

³ See Article 17 (Allowances and expenses) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67.

⁴ [Regulation \(EU\) No 1095/2010](#) of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Securities Markets Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/77/EC.



2. Job framework and profile

ESMA is currently looking for a Seconded National Expert for the position of XBRL Expert within the Corporate Reporting Team in the Investors and Issuers Department.

The activities of the Department cover the following areas:

- Corporate Reporting;
- Investment Management;
- Corporate Finance;
- Investor Protection and Intermediaries, and
- Credit Rating Agencies' Policy.

The Corporate Reporting team works on issues related to financial reporting, audit and storage of regulated information. In particular, it contributes towards the consistent application of International Financial Reporting Standards (IFRS) and building of a common supervisory culture among accounting enforcers throughout Europe.

According to the Transparency Directive, ESMA has the mandate to develop draft Regulatory Technical Standards specifying the electronic reporting format (the European Single Electronic Format – ESEF) in which issuers will have to prepare their annual financial reports from 1 January 2020.

Main duties:

Under the responsibility of the Head of ESMA's Investors and Issuers Department or/and the Corporate Reporting Team Leader, the successful candidate will:

- contribute to the development of the detailed technical specifications of the ESEF, especially filing rules and a regulatory XBRL extension taxonomy;
- liaise with ESMA IT on XBRL matters such as preparation of XBRL Taxonomy Files;
- design and organise the field test of the developed technical specifications of the ESEF, and
- undertake any other tasks assigned by the Head of Department/Team Leader.

3. Qualifications and experience required

A. Eligibility Criteria

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

- be employed by a member of the **European System of Financial Supervision (ESFS)**⁵ (which includes in particular the national competent authorities that are part of ESMA, EIOPA and EBA)

⁵ As specified in Article 2 of Regulation (EU) no 1095/2010 establishing the European Securities and Markets Authority <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:331:0084:0119:EN:PDF>



OR

be employed by an **independent university** or **research organisation** which does not set out to make profits for redistribution

OR

be employed in a **public sector administration**⁶.

- have worked for their employer on a permanent or contract basis **for at least 12 months before their secondment** and shall remain in the service of that employer throughout the period of secondment⁷, and
- be a **national of an EU or EFTA Member State** or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (except where the Executive Director grants derogation).

B. Selection criteria

PRE-SCREENING PHASE

The received applications will be screened by HR against the eligibility criteria listed in the vacancy notice. Applications which fulfil the Eligibility criteria (part A) will be provided to the hiring manager (Head of Department) for assessment against selection requirements/criteria (part B.1 & B.2 & B.3).

The respective hiring manager may contact directly the applicants, perform phone or personal interviews, check availability of candidates and discuss mutual expectations with the employer of the SNE prior to the final selection decision. As a result, the hiring manager provides his/her proposal about the candidate to be offered the secondment. The proposal is submitted for decision to the ESMA Executive Director.

Short-listed candidates, who were not offered a secondment position, are placed on a reserve list. The validity of the list is of one year, with a possibility of an extension for another year.

B.1. Essential requirements

- a) At least three years of professional work experience (acquired after a university degree) in a technical function covering structured electronic reporting of financial information and XBRL taxonomy creation or enhancing the standard of XBRL;

⁶ As per Article 1 of ESMA/2014/MB/67, the public administration meaning all state administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the state and of such authorities), and specifically it must have been created by legislation or regulation.

⁷ Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from the National Authority in which they are employed.



- b) Excellent knowledge of developing XBRL Taxonomies;
- c) Good understanding of the challenges of XBRL reporting for financial statements;
- d) Excellent command of English⁸.

B.2. Advantageous requirements

- e) Certification in XBRL;
- f) Experience with the IFRS Taxonomy;
- g) Experience in using more than one XBRL tool from the market;
- h) Experience with Inline XBRL, and
- i) Motivation for the advertised position.

B.3. Supplementary requirements

- j) Strong communications skills and ability to communicate clearly and effectively;
- k) Ability to work under pressure and deliver high quality work under tight timelines;
- l) Capacity to work as a member of a team, and
- m) Excellent methodological and analytical skills and capacity to identify key issues.

B.4. How to apply

Candidates must apply by sending the following documents, by the specified deadline, to vacancies@esma.europa.eu

CV in the European (Europass) format⁹, saved as:
ESMA_2016_VAC19_SNE_FAMILY NAME_First name_CV
Example: ESMA_2016_VAC19_SNE_SMITH_Anna_CV

Motivation letter of no more than 2 pages, explaining the interest and motivation of the candidate for this particular post, in the investor protection or secondary market area, saved as:
ESMA_2016_VAC19_SNE_FAMILY NAME_First name_Motivation letter

Indication in the subject line of the email:
ESMA_2016_VAC19_SNE_FAMILY NAME_First name

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 closing date of the vacancy notice. For more information, please contact vacancies@esma.europa.eu

⁸ At least B2 level, as in line with the Common European Framework of Reference for Languages.
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
Please refer in your CV to all selection criteria.



4. Conditions of secondment

For further information on the respective SNE conditions, please consult Careers website of ESMA: <https://www.esma.europa.eu/about-esma/careers>