






Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Romania

Financial Assistant

Council of Europe Office in Bucharest

 Reference: o26/2023
 Publication: 22/02/2023
 Deadline: **15/03/2023**

■ Are you experienced in carrying out financial support tasks? Are you well organised and reliable? Do you have the potential to carry out multiple administrative and technical tasks in the financial field and ensure accurate and reliable budget and accounting records and reports in compliance with the Council of Europe's financial regulations? If so, this vacancy may be suitable for you.

Who we are

■ With over 2200 staff representing all its 46 member States, the Council of Europe is a multicultural organisation. We all strive towards protecting human rights, democracy and the rule of law and our three core values - **professionalism, integrity and respect** - guide the way we work.



■ The Council of Europe has its headquarters in Strasbourg (France) and has external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ The **Cybercrime Programme Office of the Council of Europe (C-PROC)** in Bucharest, Romania is responsible for assisting countries worldwide in strengthening their legal systems capacity to respond to the challenges posed by cybercrime and electronic evidence on the basis of the standards of the [Budapest Convention on Cybercrime](#).

Your role

■ As a Financial Assistant, your role will be to:

- ▶ ensure that all financial transactions of the Office are carried out in accordance with Council of Europe financial regulations, rules and procedures;
- ▶ assist in financial, administrative, and budgetary matters;
- ▶ prepare records and process financial transactions, including in particular the input of requisitions and purchase orders in the financial management information system (FIMS), following the file from start to finalisation;
- ▶ verify and control invoices before settlement;
- ▶ ensure regular follow-up of budget execution, including office related expenditure and prepare bi-monthly / per project need reports of the budget situation for information and validation by the Cost Centre Manager;

- ▶ provide accurate financial information, and draw immediate attention to discrepancies and irregularities;
- ▶ follow up work or activities in progress and report to the supervisor, especially if and when problems arise;
- ▶ liaise with the service providers, prepare and follow up the tendering and contracting procedures related to the service providers;
- ▶ archive relevant supporting documents of all financial transactions;
- ▶ ensure that customs and tax exemption and VAT reimbursement procedures are applied;
- ▶ liaise with officials of local banks and financial institutions;
- ▶ provide financial and other administrative support to the Office as required.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education, followed by a post-secondary diploma corresponding to a minimum of two years studies in accountancy, finance, management or any relevant field;
- ▶ have a minimum of 3 years of relevant professional experience in financial management, administrative management, or management accounting;
- ▶ have a very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe;
- ▶ be under 65 years of age at the closing date of this vacancy notice.

■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - good knowledge of accounting techniques, preferably by suppliers accounting, and knowledge of and experience in the relevant regulations and practices in place;
 - sound and proven experience in dealing with financial management;
 - experience in administrative duties;
 - ability to work under pressure, deal with multiple tasks and respect deadlines;
 - sound computer skills and proven experience of specific management software (e.g. Oracle) and knowledge of standards tools in office applications (word processing, spreadsheet, data bases, presentation software, Outlook).
- ▶ Teamwork and co-operation
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Analysis and problem solving
- ▶ Service orientation

Please refer to the
[Competency Framework](#)
 of the Council of Europe
 (PDF – 1,6Mo)

■ These would be an asset:

- ▶ Professional and technical expertise:
 - previous professional experience in an international environment;
 - experience in budgetary reporting and accounting rules for EU-funded projects;
 - knowledge of French.
- ▶ Service orientation
- ▶ Adaptability

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B3. Employment is offered for a one year period and may be extended on an annual basis. You will receive a basic monthly gross salary of €2015,88 which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation. You will be affiliated to a pension scheme and social and medical insurance. You will also benefit from 32 working days leave per year and other advantages (including flexible working hours, training and development, possibility of teleworking, etc.).

■ This recruitment procedure is carried out in accordance with [Rule No. 1234 of 15 December 2005 laying down the conditions of recruitment and employment of locally recruited temporary staff members working in Council of Europe Duty Stations located outside of France](#).

■ If your profile matches our needs and you are not recruited straight away, you may be placed on a list of eligible candidates.

Applications and selection procedure

■ Deadline for applications is **15 March 2023 (midnight Paris time)**. You can apply in English or French using the Council of Europe online application system on: www.coe.int/jobs. Please fill out the form providing all requested details and explain how your competencies make you the best candidate for this role. It usually takes a few hours to fill it in, so please take this information into consideration while applying.

■ Only applicants who best meet the abovementioned criteria will be considered for the next stage, which may consist of assessments and/or an interview. Further information on the assessment process will be provided to the selected candidates in due course.

■ Applications from staff members of the Council of Europe, who currently hold a fixed-term (CDD) contract or former staff members whose fixed-term contract has ended less than 12 months before the deadline for applications, will not be considered.

■ As an equal opportunity employer, the Council of Europe welcomes applications from all suitably qualified candidates, irrespective of sex, gender, marital or parental status, sexual orientation, ethnic or social origin, disability, religion, or belief. Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed at all levels in the Organisation. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex in the grade. During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.