



EUROPEAN CENTRAL BANK

EUROSYSTEM

Position Details

Traineeships in Directorate General Finance

Reference 2017-005-TRA

Function

The Directorate General Finance (DG/F) is seeking applicants for its traineeship programme.

DG/F comprises four divisions: the Accounting Division (ACT), the Budget and Controlling Division (BCO), the Central Procurement Division (CPO), and the Financial Reporting Division (FRP).

DG/F is responsible for financial accounting and reporting, carrying out planning and controlling activities, and providing cost accounting and procurement services. It maintains the ECB's financial accounts and undertakes the Eurosystem's financial reporting. It provides a framework for, prepares and implements the ECB's budget planning and controlling, contributes to the ECB supervisory fee framework and implementation, and provides key management information and analysis. It also develops and implements the ECB's procedural frameworks for procurement.

The successful applicant will be entrusted with the following main tasks (depending on the recruiting DG/F business unit):

Budget and Controlling Division

- Contributing to the medium-term financial planning and annual budgeting of all resources;
- contributing to the conduct of resource control for ongoing business activities and to the development and application of management accounting frameworks to ensure effective and efficient use of resources;
- contributing to the development and implementation of a framework for institutional performance management by providing management information and monitoring reports;
- contributing to the development of Eurosystem processes for matters relating to management accounting and control;
- helping to maintain the supervisory fee framework.

Accounting Division

- Contributing to various daily non-monetary policy related accounting processes (such as accounts payable, accounts receivable, fixed assets and year-end related procedures), as well as preparing accounting entries and completing system workflows and documentation;

- providing functional support for the ECB's procure-to-pay processes, as well as external system support to procuring vendors, existing vendors and supervised credit institutions.

Financial Reporting Division

- Contributing to the daily accounting for financial assets denominated in euro and foreign currencies;
- reconciling accounting data to the treasury management system;
- contributing to the production of ECB and Eurosystem financial reports;
- providing analytical and quantitative support to the Division and addressing ad hoc data requests by using financial information systems and related tools;
- providing financial analysis and contributing to policy issues relating to accounting and financial reporting.

Central Procurement Division

- Providing support to the Division in the area of data collection, maintenance, cleansing, analysis and processing;
- contributing to the preparation and submission of regular and ad hoc reports;
- contributing to the development of internal processes, methodologies and documentation in respect of the Division's data management;
- communicating, where appropriate, the initiatives and reports of the Division to internal and external stakeholders;
- working closely with all parties, both inside and outside the Division, that may be involved in the various steps of the procurement process (e.g. sources of data external to the Division, system owners, or others).

Qualifications and experience

Applicants must have knowledge and competencies:

- Depending upon the recruiting unit, a bachelor's or higher degree with a specialisation in one of the following fields: accounting, finance, business administration or public administration, economics, law, risk management, mathematics or statistics, information technology;

- Knowledge of, and ideally some practical experience in, one or more of the following areas: accounting/financial reporting, financial markets, financial instruments, financial risk management, budget planning and control, project planning and control, (public) procurement, information technology applied in financial applications.
- an advanced command of English;
- a moderate command of at least one other official language of the EU;
- a moderate command of German would be an asset in the Accounting Division;
- a proficient knowledge of MS Office, such as Word, Excel and PowerPoint;
- an advanced knowledge and practical experience of using Excel would be an advantage;
- ideally, knowledge of document management systems such as OpenText Livelink;
- knowledge of other software applications such as VBA, MS Access, MS Project and statistical software would be an advantage;
- ideally, user knowledge of enterprise resource planning systems such as SAP.

Competencies

The successful candidate will be able to collaborate well with colleagues, communicate clearly, deliver results, thrive in an environment of diverse people and ideas, and adapt to change with ease.

Closing Date for Applications: 03.02.2017

Further Information

Traineeship of six months, with the possibility of an extension to up to 12 months in total in the same or in another business area.

How to apply

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise and a telephone interview.

Before applying, applicants should check that they meet the conditions set out in Article 4 of the rules governing the traineeship programme:
http://www.ecb.europa.eu/careers/pdf/traineeship_programme.pdf.

Further information on the ECB's traineeships can be found at
<http://www.ecb.europa.eu/careers/newcomers/trainee/html/index.en.html>.

Applicants are accepted from nationals of the Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months

of the selection decision.