

## **Position Details**

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### **Traineeships in the Directorate General Budget & Finance**

**Reference** 2016-022-TRA EXT

#### **Function**

The Directorate General Budget and Finance (DG/BF) of the European Central Bank (ECB) comprises three divisions: the Budget, Controlling and Organisation Division (BCO), the Accounting and Procurement Division (ACP), and the Financial Reporting Division (FRP).

The Directorate General Budget and Finance is responsible for providing a framework for resource planning and control (of both headcount and budget), including the strategic planning and medium-term and annual budgeting processes relevant to all resources, and extending to the work programmes of business areas within the ECB and the portfolio of project activities. DG/BF conducts resource controlling and analyses performance within the ECB by reviewing management information and monitoring reports. It is also responsible for providing services which facilitate organisational development (by promoting sound organisation and governance and by supporting efforts to streamline processes within the ECB) and it contributes to the development of the Eurosystem by offering strategic advice and supporting decision-making.

DG/BF is also responsible for the calculation of fees levied on supervised entities in the context of the Single Supervisory Mechanism (SSM), and also provides a policy and operational framework related to accounting and procurement and to financial reporting, including the delivery to management of key financial business indicators.

In addition to carrying out its day-to-day operational tasks, DG/BF also prepares relevant policies and develops tools to facilitate the provision of advice and support to staff, management and decision-making bodies within the ECB.

The successful applicants will each be offered a traineeship in one of the following business units and assigned a supervisor who will provide guidance on assignments and work relevant to the following tasks (depending on the business unit):

Budget, Controlling & Organisation Division:

- developing the framework and preparing the strategic planning process and medium-term and annual budgeting for all resources;
- conducting resource control regarding ongoing business activities as well as cost-benefit and investment analysis and providing advice regarding all new investment activities;
- developing and implementing a framework for institutional performance management by providing management information and monitoring reports;
- maintaining the ECB's functional and organisational structure and rules framework by providing

organisational development services and advice;

- contributing to the development of the Eurosystem by offering strategic advice and supporting decision-making;
- “providing advice and support for the funding of the SSM as well as the further development of a supervisory fee framework.

#### Financial Reporting and Policy Division:

- daily accounting for financial assets denominated in euro and foreign currencies;
- reconciling accounting data (i) to treasury system's entries and (ii) to external statements;
- production of ECB and Eurosystem financial statements;
- providing financial analysis and contributing to policy issues.

#### Accounting and Procurement Division

- contributing to the daily work of the Accounting Section by involvement in various administrative accounting processes relevant to accounts payable, accounts receivable, fixed assets and year-end procedures, as well as preparing accounting entries, completing system workflows and documentation, etc.);
- contributing to the planning and conduct of procurements, and to the development and maintenance of related processes, procedures, guidelines and standard templates.

#### Operational Risk Management & Business Continuity team:

- contributing to operational risk analysis activities, business impact analysis and business continuity testing activities, in conjunction with other business units within the ECB and at the level of the Eurosystem;
- contributing to the maintenance of the operational risk management (ORM) and business continuity management (BCM) methodology and data, as processed with related tools and databases;
- assisting team members in other activities such as benchmarking exercises, staff training and information campaigns, etc.

### **Qualifications and experience**

Applicants must have the following 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;
- engineering;
- organisational development;
- risk management;
- business continuity management;
- information technology.

Knowledge of, and ideally practical experience in, one or more of the following areas:

- budget planning and control;
- project planning and control;
- organisational development;
- accounting (financial reporting);
- financial markets and financial instruments;
- (public) procurement;
- information technology;
- operational risk management;

- business continuity management.
- an advanced command of English with proven drafting ability;
- 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 and Procurement Division;
- a working knowledge of MS Office, such as Word, Excel and PowerPoint;
- knowledge of other software applications such as MS Access, MS Project and SAP would be an advantage.

### **Competencies**

The successful candidates will be able to collaborate well with colleagues, communicate clearly, deliver results, thrive in an environment of diverse people and ideas, and respond to change in an agile manner.

**Closing Date for Applications:** 24.02.2016

### **Further Information**

Traineeship between three and six months, with the possibility of an extension to up to 12 months in total in the same business area.

Tentative starting dates in each business unit:

- Budget, Controlling & Organisation Division: 1 May 2016
- Financial Reporting and Policy Division: as soon as feasible
- Accounting and Procurement Division: between 1 June and 31 December 2016
- Operational Risk Management & Business Continuity team: between 1 July and 30 September 2016

### **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](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.

The selection committee may place suitable candidates on a reserve list, from which candidates may be appointed to similar positions in the same or another business area. It may also be decided to fill the position(s) advertised in this vacancy notice with a suitable candidate or candidates from the reserve list resulting from a recruitment procedure for a similar position. Candidates will be informed accordingly if this happens.