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Price: EUR 3



## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PARLIAMENT

## RECRUITMENT NOTICE PE/175/S — DIRECTOR

**(Function group AD, grade 14)****DIRECTORATE-GENERAL FOR FINANCE — DIRECTORATE FOR MEMBERS' FINANCIAL AND SOCIAL ENTITLEMENTS**

(2014/C 62 A/01)

**1. Vacant post**

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for Finance — Directorate for Members' Financial and Social Entitlements, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union <sup>(1)</sup> (hereafter referred to as 'the Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as the internal and interinstitutional recruitment procedures.

Recruitment will be at grade AD 14 <sup>(2)</sup>. The basic salary is EUR 13 216,49 per month. In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

The post calls for flexibility and involves frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

**2. Location**

Brussels. This post may be transferred to one of Parliament's other places of work.

<sup>(1)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

<sup>(2)</sup> On recruitment, the official will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations.

### 3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

### 4. Job description

Senior official responsible for performing the following duties, in the light of the guidelines and decisions issued by the parliamentary authority and the Director-General <sup>(1)</sup>:

- ensuring the smooth running of a large department in Parliament's Secretariat comprising several units covering the Directorate's areas of activity,
- supervising, leading, motivating and coordinating teams of staff; optimising the use of the Directorate's resources and ensuring quality of service (organisation, management of human and budget resources, innovation, etc.) in its fields of activity,
- planning the work of the Directorate (setting objectives and devising strategies); taking the necessary decisions to attain the objectives set; assessing the services provided in order to guarantee their quality,
- advising the Director-General, the Secretariat and Members of the European Parliament in the Directorate's areas of activity,
- cooperating with the various directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the Directorate's areas of activity,
- managing and carrying out specific projects which may entail financial responsibilities,
- acting as an authorising officer by subdelegation.

### 5. Eligibility (profile required)

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

#### (a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

- be a national of one of the European Union's Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- produce appropriate character references as to their suitability for the performance of the duties concerned.

#### (b) Specific conditions

##### (i) Qualifications and professional experience required

- A level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more,
- or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year <sup>(2)</sup> when the normal period of university education is at least three years,
- at least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

<sup>(1)</sup> For the main tasks, see the annex.

<sup>(2)</sup> This year of experience will not be taken into account when evaluating the professional experience required in the next indent.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent understanding of internal, national and international political issues,
- excellent knowledge of the management methods required in a large public or private sector organisation where management duties have a political dimension,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment, and the various players involved,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on those regulations,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its rules of application, and of Parliament's internal rules and subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) Knowledge of languages

Excellent knowledge of one European Union official language <sup>(1)</sup> and a very good knowledge of at least one other is required.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) Skills required

- A flair for strategy,
- management skills,
- forward planning skills,
- ability to react to events,
- thoroughness,
- communication skills.

## 6. Selection procedure

To assist the appointing authority in its choice, the Advisory Committee for the appointment of senior officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to which persons should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

## 7. Applications

The deadline for applications is:

**14 March 2014 at 17.00 (Brussels time)**

Applications may be sent only by e-mail to the address below, attaching, in PDF format, a personal statement (*for the attention of the Secretary-General of the European Parliament, Recruitment Notice No PE/175/S*) and a curriculum vitae (in Europass format <sup>(2)</sup>): EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of sending of the e-mail will be taken as the time of submission of the application.

<sup>(1)</sup> The European Union's official languages are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Croatian, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish.

<sup>(2)</sup> <http://europass.cedefop.europa.eu/>

**Candidates must ensure that the scanned documents are legible.**

**Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities <sup>(1)</sup>. These documents will not be returned.**

**Personal data communicated by candidates under this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council <sup>(2)</sup>.**

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<sup>(1)</sup> This does not apply to candidates working for the European Parliament on the closing date for applications.

<sup>(2)</sup> OJ L 8, 12.1.2001, p. 1.

## ANNEX

**DIRECTORATE-GENERAL FOR FINANCE****DIRECTORATE FOR MEMBERS' FINANCIAL AND SOCIAL ENTITLEMENTS**

## MAIN TASKS

*(Entity comprising 68 staff: 9 AD and 59 AST)*

- Directing, coordinating and leading the Directorate's three units
- Monitoring cases and administering Members' financial and social entitlements in accordance with the Statute for Members:
  - administering Members' pay and social entitlements (pensions, insurance, end-of-service allowance, monthly pay and health insurance)
  - administering Members' travel and subsistence expenses for part-sessions and committee and other meetings
  - administering parliamentary assistance expenses and general expenses
- Administering the allocation for accredited assistants for Members
- Performing all necessary consultations, studies and inquiries, of a limited nature, to help develop the rules or supply information as a basis for interpreting them
- Chairing working groups
- Running the Crisis Group

**MEMBERS' SALARIES AND SOCIAL ENTITLEMENTS UNIT***(Including the Members' pensions and insurance, medical expenses and Members' salaries services)***Pensions**

- Managing cases and making payments under the retirement pension scheme in accordance with the Rules governing the payment of expenses and allowances to Members (PEAM Rules) (FR and IT pensions)
- Managing cases and making payments under the voluntary additional pension scheme and maintaining contact with the Pension Fund
- Managing cases and making payments under the Members' pension scheme (old age, disability, survivors' pensions), in accordance with the Statute for Members
- Managing files relating to, and making payments of, the transitional end-of-service allowance (under the PEAM Rules)
- Developing, altering and testing programs with IT specialists (particularly the Members' Portal)
- Managing ad hoc budget items
- Managing and archiving the individual files of former Members
- Maintaining contact with former Members

**Medical expenses and insurance**

- Managing and monitoring the system for reimbursement of medical expenses established by the Statute for Members in close contact with the Commission's Office for the Administration and Payment of Individual Entitlements (Paymaster Office)
- Managing and archiving the individual files of Members
- Maintaining contact with Members, their assistants and the Commission
- Handling complaints (Articles 6 and 72 of the Implementing Measures for the Statute for Members (IMMS))
- Managing cases and arranging for reimbursements of health insurance contributions (Article 3(4) of the IMMS)
- Developing, altering and testing programs with IT specialists (particularly the Members' Portal)
- Issuing certificates of medical cover for Members and their dependants
- Preparing, printing and distributing medical cover cards
- Managing individual accident and loss/theft insurance files

- Managing and monitoring supplementary accident insurance reimbursements in close cooperation with insurers and the European Commission's Office for the Administration and Payment of Individual Entitlements (Paymaster Office)
- Administering accident and loss/theft insurance contracts
- Administering cases relating to repatriation insurance
- Maintaining contact with the insurance company during a crisis
- Administering invoices from the Medical Service
- Administering invoices relating to Members' annual medical check-ups
- Managing files on disabled Members

#### **Pay**

- Paying and administering the monthly salary (Article 10 of the Statute for Members)
- Producing all certificates required, particularly for Members' tax returns
- Paying and administering the transitional allowance (Article 13 of the Statute for Members) and the transitional end-of-service allowance (PEAM Rules)
- Managing and archiving the individual files of Members
- Maintaining contact with Members, their assistants and national parliaments
- Developing, altering and testing programs with IT specialists (particularly the Members' Portal)
- Managing the centralisation of bank accounts
- Managing cases and making payments for the disability pension and survivors'/orphans' pension schemes for Members in accordance with the PEAM Rules
- Monitoring budget items and preparing the budget estimates for the unit's budget items

### **PARLIAMENTARY ASSISTANCE AND MEMBERS' GENERAL EXPENDITURE UNIT**

#### **Managing the parliamentary assistance allowance**

- Checking that documentation submitted on local assistants complies with the rules
- Informing and advising Members and their assistants
- Filing individual documents annexed to accounting documents
- Checking invoices and other substantiating documents relating to service providers
- Checking and monitoring regularisation documents submitted by paying agents
- Checking and monitoring social security documents submitted by paying agents
- Administering requests for the establishment, alteration and dissolution of groups of Members
- Optimising the provision of information to Members concerning the amounts paid and how they break down
- Adapting and testing IT applications, particularly the Members' Portal
- Coordinating insurance for trainees

#### **Implementing the Statute for Accredited Assistants in cooperation with the Directorate-General for Personnel, in particular:**

- Administering requests for new contracts and for the modification or termination of contracts with accredited assistants
- Administering requests for missions by accredited assistants
- Administering requests for the establishment, alteration and dissolution of groups of Members
- Administering specific cases relating to maternity leave, sick leave, external professional training, etc.
- Informing and advising Members and their assistants
- Adapting and testing IT applications, particularly the Members' Portal
- Managing the archiving of documents

#### **Managing the general expenditure allowance**



## MEMBERS' TRAVEL AND SUBSISTENCE EXPENSES UNIT

**Members' Cash Office**

- Preparing advance payments of travel and subsistence expenses in the places of work (including the reimbursement of expenses arising from the performance of parliamentary duties)
- Informing and advising Members
- Preparing notes
- Handling Members' complaints
- Making payments in connection with disputes over deductions, payments, compensation and cancellation of adjustments decided by the controllers
- Administering the unit and running its secretariat; helping to standardise procedures and working methods

**Imprest verification**

- Managing compliance/regularisation, including reimbursement of expenses arising from the performance of parliamentary duties
- Updating the manual of procedures in the light of changes to the rules
- Creating a reference database to perform a 'case-law' role for the application of the rules (decisions by political bodies, explanatory notes on the functioning of IT systems and methods of calculation, staff notices, instructions and guidelines)
- Checking individual settlement statements and substantiating documents, and issuing budgetary payment orders
- Checking roll-call vote data
- Checking triangular travel by, and for the account of, political groups in relation to payments made
- Filing individual documents annexed to accounting documents and filing authorising officer documents relating to the implementation of the budget
- Maintaining contact with other directorates-general, particularly the Directorates-General for the Presidency, External Policies, Internal Policies and Personnel, and with control bodies
- Drafting budget estimates and monitoring and managing budget items
- Compiling Members' statistics at the request of political and budgetary bodies
- Analysing working methods, particularly in relation to application of the rules, with a view to adopting common guidelines for conduct
- General filing for the department
- Checking budget data sheets for delegations and meetings of committees outside the three places of work
- Checking data entered in IT programs on the basis of records of attendance
- Preparing the payment of invoices from the Travel Office; making *ex post* checks and administering requests from the European Anti-Fraud Office OLAF and other authorities
- Acting on adjustment cancellations
- Administering payment/regularisation files for the account, in cooperation with other directorates-general/institutions (e.g. charter flights for delegations)
- Managing one-off payments arising from penalties against Members or recoveries of funds in connection with imposts for former Members
- Retrieving and forwarding copies of substantiating documents requested by other parts of the unit

**Members' imprest account**

- Payment of travel and subsistence allowances to Members, invoices from the Travel Office and any other expense at the request of the appropriate authorising officer, using the secure ISABEL application
- Keeping records on the imprest account and drafting accounting documents; weekly, monthly and annual closure of accounts
- Complete accounts management of daily files before forwarding for verification
- Maintaining direct contact with the bank, and daily verification of bank statements relating to the bank account used for the imprest account
- Maintaining direct contact with the IT Directorate with a view to IT enhancements
- Helping to standardise procedures and working methods
- Analysing the status of 'R' and 'C' disputes and preparing the necessary action for recovery of sums subject to adjustments, including for outgoing Members

**Innovation**

- Maintaining contact with the Travel Office
  - Managing the Members' Portal
  - Monitoring and managing IT projects
  - Preparing the calendar of meetings and authorisations for specific journeys
  - Entering and checking Members' attendance dates in the MIME application; managing records of attendance
  - Preparing the automatic payment of daily allowances
  - Checking invoices and statements from the Travel Office; preparing payments
  - Preparing reimbursements
  - Requesting and monitoring credit notes arising from direct billing
  - Preparing payments in response to statements from the Travel Office; monitoring direct billing and reimbursement of expenditure on tickets
-

**RECRUITMENT NOTICE PE/176/S — DIRECTOR****(Function group AD, grade 14)****DIRECTORATE-GENERAL FOR FINANCE — DIRECTORATE FOR THE BUDGET AND FINANCIAL SERVICES**

(2014/C 62 A/02)

**1. Vacant post**

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for Finance — Directorate for the Budget and Financial Services, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union <sup>(1)</sup> (hereafter referred to as 'the Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

Recruitment will be at grade AD 14 <sup>(2)</sup>. The basic salary is EUR 13 216,49 per month. In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

The post calls for flexibility and involves frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

**2. Location**

Luxembourg. This post may be transferred to one of Parliament's other places of work.

**3. Equal opportunities**

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

**4. Job description**

Senior official responsible for performing the following duties, in the light of the guidelines and decisions issued by the parliamentary authority and the Director-General <sup>(3)</sup>:

- ensuring the smooth running of a large department in Parliament's Secretariat comprising several units covering the Directorate's areas of activity,
- supervising, leading, motivating and coordinating teams of staff; optimising the use of the Directorate's resources and ensuring quality of service (organisation, management of human and budget resources, innovation, etc.) in its fields of activity,
- planning the work of the Directorate (setting objectives and devising strategies); taking the necessary decisions to attain the objectives set; assessing the services provided in order to guarantee their quality,

<sup>(1)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

<sup>(2)</sup> On recruitment, the official will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations.

<sup>(3)</sup> For the main tasks, see the annex.

- advising the Director-General, the Secretariat and Members of the European Parliament in the Directorate's areas of activity,
- cooperating with the various directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the Directorate's areas of activity,
- managing and carrying out specific projects which may entail financial responsibilities,
- acting as an authorising officer by subdelegation.

## 5. Eligibility (profile required)

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

### (a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

- be a national of one of the European Union's Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- produce appropriate character references as to their suitability for the performance of the duties concerned.

### (b) Specific conditions

#### (i) Qualifications and professional experience required

- A level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more,
- or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year <sup>(1)</sup> when the normal period of university education is at least three years,
- at least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

#### (ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent understanding of internal, national and international political issues,
- excellent knowledge of the management methods required in a large public or private sector organisation where management duties have a political dimension,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment, and the various players involved,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on those regulations,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its rules of application, and of Parliament's internal rules and subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

<sup>(1)</sup> This year of experience will not be taken into account when evaluating the professional experience required in the next indent.

(iii) Knowledge of languages

Excellent knowledge of one European Union official language <sup>(1)</sup> and a very good knowledge of at least one other is required.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) Skills required

- A flair for strategy,
- management skills,
- forward planning skills,
- ability to react to events,
- thoroughness,
- communication skills.

## 6. Selection procedure

To assist the appointing authority in its choice, the Advisory Committee for the appointment of senior officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to which persons should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

## 7. Applications

The deadline for applications is:

**14 March 2014 at 17.00 (Brussels time)**

Applications may be sent only by e-mail to the address below, attaching, in PDF format, a personal statement (*for the attention of the Secretary-General of the European Parliament, Recruitment Notice No PE/176/S*) and a curriculum vitae (in Europass format <sup>(2)</sup>): EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of sending of the e-mail will be taken as the time of submission of the application.

**Candidates must ensure that the scanned documents are legible.**

**Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities <sup>(3)</sup>. These documents will not be returned.**

**Personal data communicated by candidates under this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council <sup>(4)</sup>.**

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<sup>(1)</sup> The European Union's official languages are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Croatian, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish, Swedish.

<sup>(2)</sup> <http://europass.cedefop.europa.eu/>

<sup>(3)</sup> This does not apply to candidates working for the European Parliament on the closing date for applications.

<sup>(4)</sup> OJ L 8, 12.1.2001, p. 1.

## ANNEX

**DIRECTORATE-GENERAL FOR FINANCE****DIRECTORATE FOR THE BUDGET AND FINANCIAL SERVICES**

## MAIN TASKS

*(Entity comprising 52 staff: 19 AD and 33 AST)*

- Directing, coordinating and leading the Directorate's units and departments
- Maintaining relations with the budgetary bodies
- Maintaining relations with the Court of Auditors
- On behalf of the Secretary-General, following up internal audit reports
- On behalf of the Secretary-General, analysing the annual and periodic activity reports drawn up by authorising officers by delegation
- On behalf of the Secretary-General, following up the action plans based on annual and periodic activity reports.

## BUDGET UNIT

**Preparing the budget**

- Preparing material relating to appropriations and the establishment plan for the drawing-up of the draft estimates (drafting of the Secretary-General's report on the preliminary draft estimates)
- Preparing the draft budget, legal reporting (LR)
- Drafting notes to the Secretary-General, the Bureau and the Committee on Budgets (BUDG)
- Preparing supplementary and amending budgets (SABs) for the current financial years
- Monitoring the procedure (contact with BUDG and the Secretary-General's office)
- Monitoring work on Badge-Bud and informing departments
- Drawing up multiannual forecasts of Parliament's expenditure.

**Implementing the budget**

- Monitoring, drawing up instructions on, analysing and reporting on the implementation of appropriations
- Checking or drafting requests for transfers of appropriations, including transfers between sub-items
- Drafting or checking financial statements
- Monitoring the delegation of authorising officer status
- Analysing periodic activity reports

**Supporting authorising officers**

- Informing, assisting and advising authorising departments and drafting notes to authorising officers
- Training authorising officers and budget administrators
- Managing the budgetary management page on the intranet

**Preparing and following up closure and discharge procedures****Maintaining relations with the Court of Auditors**

- Formulating and monitoring replies to sector-specific letters and reports by the Court of Auditors
- Forwarding information to the Court of Auditors in accordance with the Financial Regulation (FR)

**Taking action on budget resolutions****Participating in the work of the Interinstitutional Committee on Budgetary and Financial Matters****Monitoring financial rules and preparing draft rules****Allocating miscellaneous tasks: supervision, coordination, secretariat, removals, etc.**

## ACCOUNTING AND TREASURY UNIT

**Treasury**

- Ensuring the satisfactory execution of payments and maintaining Parliament's liquidity in accordance with the Financial Regulation applicable to the general budget of the Union, its rules of application and the Internal Rules of the European Parliament
- Managing suppliers and their invoices
- Managing the institution's treasury (including main cash offices)
- Managing bank accounts in the various applications and keeping the public table of financial organisations up to date
- Managing the treasury (bank account replenishments)
- Maintaining contact with banks and replying to complaints

**Accounting**

- Maintaining the institution's official accounts, in accordance with the Financial Regulation applicable to the general budget of the Union, its rules of application and the Internal Rules of the European Parliament
- Drafting financial statements and monthly and annual statements concerning the implementation of the budget
- Managing and improving the institution's accounting systems
- Managing recovery services (sundry debtors, former staff, political groups, other institutions, VAT) and monitoring the Parliament-Commission liaison account
- Managing and monitoring various imprests
- Analysing and supervising all suspense accounts in the general accounts
- Advising authorising departments, validating the systems planned by the authorising officer to provide accounting information
- Maintaining contact with the Commission and Court of Auditors
- Managing the archives

## CENTRAL FINANCIAL UNIT

**Advice to authorising officers**

- Assisting and advising the principal authorising officer, particularly on the drawing-up of the annual declaration by the principal authorising officer by delegation
- Helping to implement the Action Plan of the Principal Authorising Officer by Delegation drawn up after the Annual Activity Report procedures and in accordance with the recommendations of the Internal Auditor
- Advising authorising officers about the provisions applicable, their interpretation and the procedures to be followed

- 
- Providing users with high-quality helpdesk services with satisfactory response times
  - Organising and chairing the periodic information meetings with the various networks of financial actors (authorising officers by delegation, FINORD administrators, *ex ante* verifiers, initiators)
  - FINORD coordination
  - Obtaining support and expertise for public contracts: providing the secretariat for the Public Procurement Forum, publication on the internet and in the *Official Journal of the European Union* (OJ) of contracts and subsidies awarded; management of the Early Warning System database and providing the secretariat for its contact group 'Panel for Monitoring Access to the Institutions' Contracts' (ICAM)
  - Providing the secretariat for the Specialised Financial Irregularities Panel (SFIP)
  - Helping to define minimum standards for internal control, advising on their application and contributing, where required, to their revision
  - Helping authorising officers, at their request, to plan and carry out their risk self-evaluations
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## REVIEW OF 'COMPETITION' C A OJs

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