



**Inter-agency mobility call
Grade bracket (AST3-AST5)
Financial Officer
at the Clean Hydrogen Joint Undertaking**

Ref. CleanH2JU/FO/AST3-5/2023/03

The Clean Hydrogen Joint Undertaking (Clean Hydrogen JU) is a unique public private partnership supporting research, technological development and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realizing their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the Clean Hydrogen JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the Clean Hydrogen JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (HYDROGEN EUROPE RESEARCH).

The FCH JU was initially established by Council Regulation (EC) 521/2008 of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EU) 559/2014¹ of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme. The Clean Hydrogen JU was established by Council Regulation (EU) 2021/2085 on 19 November 2021 for a period up to 31/12/2031.

The Clean Hydrogen JU supports:

- long-term and breakthrough-orientated research,
- research and technological development,
- demonstration and early deployment of the FCH technologies,
- support actions, including pre-normative research

following open and competitive calls for project proposals under under Horizon 2020 (2014-2020) and Horizon Europe (2021-2027).

¹ http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR



The Clean Hydrogen JU is located in Brussels, Belgium.

For further information please consult the following website: <http://www.clean-hydrogen.europa.eu>

1. INTRODUCTION

The Clean Hydrogen JU is publishing a vacancy notice for a **Financial Officer** (Grade bracket AST3-AST5).

2. JOB PROFILE AND DUTIES

2.1 JOB PROFILE

The jobholder will report to the Head of Unit for Finance and Administration. His/her primary responsibility will be the financial and contractual management of a portfolio of EU grants over their full lifecycle, in coordination with other actors involved in grant management. The tasks described below will be performed for the Horizon Europe programme mostly, with management of legacy grants under the Horizon 2020 programme.

2.2 DUTIES

The jobholder will be part of a team responsible for the financial and legal management and implementation of the Clean Hydrogen JU annual work programmes. He/she will act as the key Finance person in projects to foster the Financial Framework, to ensure its compliance and to reply to financial questions. He/she will perform the following tasks:

- Financial management of EU grants
 - o Manage internal procedures for grants and in-kind contributions,
 - o Assess and process financial aspects of the project workflows (financial initiation of grant agreements, pre-financing, interim reporting and payments, amendments, termination, final reporting and payment, recoveries, audit results implementation...) for the portfolio of projects in execution under H2020 and Horizon Europe, using the dedicated IT tools,
 - o Actively support the GAP phase of projects under Horizon Europe from a financial and contractual perspective
 - o Support other internal grant management actors in important project meetings and reviews,
 - o Support beneficiaries in the implementation of financial rules and procedures through planned or ad-hoc interactions, and by presenting and explaining the finance rules to consortia,
 - o Ensure that financial rules are complied with during the lifetime of the project,
 - o Contribute to the reduction of error rate in order to contribute to effective budget execution and protect the reputation, sound financial management and



financial interest of the JU and of the EU, through ex-ante and preventive actions, which include:

- During, before and after an audit, perform review of output, explain, draft comments,
- Ensure follow-up of financial project "ex-ante" and organize corrective or preventive actions accordingly (e.g. webinars with beneficiaries,...),
- Follow up budget spending for the portfolio of projects under his/her supervision, and act accordingly in case of delay,
- Carry out transversal activities related to grant management, such as active participation in working groups etc.,
- Contribute to and support transversal activities of the JU (planning, reporting, audits...) as relevant for his/her areas of activity; contribute to horizontal tasks of the operational finance team, such as data and statistics generation,
- Contribute to the continuous improvement of JU's procedures related to grant management, by proposing adjustment and/or improvement to internal procedures according to the guidelines,

To perform his/her duties, the jobholder shall establish good working relationships with colleagues and positively contribute to effective teamwork.

The jobholder may undertake additional tasks e.g. related to financial management and/or to the maintenance of financial ICT systems, as required in the interest of the service and appropriate to his/her expertise.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

Candidates will be considered for the selection phase based on the following formal criteria, which must be fulfilled by the deadline for applications:

3.1 ELIGIBILITY CRITERIA

The Financial Officer must fulfil the following eligibility criteria:

- Be a temporary staff 2(f) who is employed within their Agency in a grade AST3, AST4, or AST5;
- Have at least two years' service within their Agency before moving;
- Has successfully completed the probationary period provided in Article 14 of CEOS.

3.2 SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria. Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

Essential

- Relevance of the academic background to the duties and responsibilities described under key accountabilities; preference will be given to qualifications acquired in the fields of finance, law, accounting, economics, audit and business administration;
- Proven expertise in working with EU grants and/or procurements;
- Strong analytical skills to evaluate complex financial information; ability to assess, track and manage detailed financial documents/spreadsheets;
- Very good knowledge of the EU budget sources of funds;
- Very good knowledge of the European Union institutions and/or the EU's framework programmes in the R&D field;
- Excellent financial management skills and practical knowledge of the financial rules of the EU and their legal basis, and experience in their application in financial, accounting and audit processes; good knowledge of cost models,
- Good knowledge of ICT financial management tools as used in the EU institutions;
- Very good analytical ability and communication, problem-solving, and organizational skills;
- Very good command of both oral and written English;
- Proficiency in the use of standard MS Office applications, email, internet and strong aptitude for working with IT tools;
- A strong sense of responsibility, initiative and self-motivation;

Advantageous:

It is desirable for the selected candidate to have the following:

- Knowledge of the scope and aims of the Clean Hydrogen JU;
- Understanding of the Joint Undertakings environment, including experience in the management of in-kind contributions;

4.3 SELECTION PROCEDURE

This inter-agency mobility selection will be carried out by one Selection Committee nominated by the Executive Director ad interim.

The Selection Committee will evaluate all applications received within the deadline against the job requirements listed in the call. HR will invite the short-listed candidates for an interview. Following the interviews, HR will communicate the outcome and the recommendation to the ED for decision. The ED may decide to attend the first round of interviews or additional final interviews with the ED may be organised if needed.

All applicants will be informed of the outcome of the procedure by the HR Assistant. The successful candidate(s) will have ten working days to notify their acceptance in writing.

Assignment to the new post by means of inter-agency mobility shall ensure continuation of the staff member's employment and career as temporary agent 2(f). The contract will be concluded without interruption.

The end date of the contract to be signed with Clean Hydrogen JU and that of the preceding contract shall be the same. If the contract with the agency of origin was of an indefinite



period, the member of the temporary staff 2(f) shall also be engaged by Clean Hydrogen JU for an indefinite period. In case the preceding contract ends on the day of the mobility, the duration of the contract shall be the same as a contract renewal that the Clean Hydrogen JU would do for one of its temporary agents 2(f).

A contract of employment concluded following inter-agency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal. The temporary agent 2(f) shall not serve a probationary period in the Agency and shall take up duty in the Agency in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned. The agency of origin shall transfer the personnel file to Clean Hydrogen JU no later than 30 days after the date of the move. The rights and entitlements inherent to the country of employment will be adapted accordingly. The number of candidates invited for an interview will be limited to a maximum of 15.

Clean Hydrogen JU will prepare a reserve list of the short-listed candidates.

4. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

5. EQUAL OPPORTUNITY

The Clean Hydrogen JU applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

6. SUBMISSION OF APPLICATIONS

For applications to be valid, candidates must submit an online application via the [vacancies portal](#)

- Up-to-date detailed curriculum vitae
- A letter of motivation

Closing date for the submission is 30 November 2023, at 23:59 CET.

7. DATA PROTECTION



The purpose of processing of the data you submit is to manage your application in view of a possible secondment to the Clean Hydrogen JU. The personal information we request from you will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA reference.

For more explanations on data protection please see the privacy statement [here](#).