



**Financial Officer  
at the Clean Hydrogen Joint Undertaking**

**Ref. CleanH2JU/FO/AST4/2024/01**

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 Horizon 2020 (2014-2020) and Horizon Europe (2021-2027).

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.

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<sup>1</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL\\_2014\\_169\\_R\\_0007&from=FR](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR)



## **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 TASKS**

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,...),
  - o 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:

- A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 9 years
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) of another of these languages to the extent necessary for the performance of his or her duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills); the working language in the Clean Hydrogen JU is English;
- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post

#### 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;
- By the closing date for applications candidates must have acquired at least 5 (five) years of professional experience (following award of the diploma) relevant to the position,
- 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;
- Proven ability to work in a team and in a multicultural environment, and ability to motivate others;
- 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;
- Experience working in a multicultural, international environment.

##### 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;



### **3.3 SELECTION PROCEDURE**

A Selection Board, appointed by the Appointing Authority of the Clean Hydrogen JU assesses / evaluates the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short list of applicants invited for an interview and a written test. The Selection Board will interview the shortlisted applicants. These applicants will also sit a written test related to the field of duties. Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the Selection Board's work is confidential. It is strictly forbidden for candidates to make direct or indirect contact with its members or to ask anybody to do so on their behalf.

The number of candidates invited for an interview will be limited to a maximum of 15.

### **3.4 RESERVE LIST AND APPOINTMENT**

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

The reserve list may be used in order to fulfil positions within the Clean Hydrogen JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2025 and may be extended at the discretion of the Appointing Authority of the Clean Hydrogen JU.

## **4. CONTRACTUAL CONDITIONS**

A contract offer will be made as a temporary agent, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period of three years. The contract may be renewed in accordance with the legal basis applicable to the joint undertaking.

The successful candidate will undergo an initial probationary period of 9 months.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

For the position of Financial Officer, the grade is AST 4. The basic monthly salary of a temporary agent in the first step at AST 4 level, before any deductions or allowances, is EUR 4867.76.

The place of employment is Brussels, Belgium, where the Clean Hydrogen JU has its official seat. For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>.

For reasons related to the Clean Hydrogen JU's operational requirements, the candidate will be required to be available at short notice (maximum 3 months).

## **5. 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.



## 6. 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.

## 7. 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

Candidates are requested to:

1. complete the online application form - to access the right form, candidates should select the vacancy for which they wish to apply;
2. upload a letter of motivation;
3. upload a Curriculum Vitae (CV), preferably in the European CV format <http://europass.cedefop.europa.eu>.

For the letter of motivation and the CV, only Word documents (.doc or .docx) or PDF documents (.pdf) will be accepted. The maximum file size is 2 MB.

**IMPORTANT:** for each position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

The application will be rejected if the dossier is incomplete.

Candidates are advised to apply using e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage as indicated below.

In order to facilitate the selection process, applications documents as well as all communications to candidates concerning this vacancy will be in English.

Application forms sent by e-mail, fax or post will not be accepted.

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: [recruitment@clean-hydrogen.europa.eu](mailto:recruitment@clean-hydrogen.europa.eu).

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: CleanH2JU/FO/AST4/2024/01.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Should candidates be invited for an interview, in order for the application to be considered complete, they must bring with them on the day of interview originals or certified photocopies of the supporting documents for their education qualifications and employment (diplomas, working certificates, etc.). All documentary evidence of professional experience must indicate both start and end dated of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant



trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience.

The Clean Hydrogen JU has the right to disqualify candidates who fail to submit all the required documents on the date of interview.

As a candidate you are to be informed that in a later stage of the recruitment process a mandatory medical analysis and physical check-up is done with a selected medical service.

Closing date for the submission is **30 April 2024, at 23:59 CET**.

## **8. APPEAL PROCEDURE**

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via e-mail to: [recruitment@clean-hydrogen.europa.eu](mailto:recruitment@clean-hydrogen.europa.eu). The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

**Executive Director  
Clean Hydrogen JU  
WA, TO 56-60  
B-1049 Brussels  
Belgium**

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is first informed of the outcome of the recruitment procedure).

If the complaint is rejected the candidate may bring a case under Article 236 of the EC treaty and Article 91 of the Staff Regulations and the CEOS before:

**The European Union Civil Service Tribunal  
Postal Address:  
L-2925 Luxembourg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Board is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

**European Ombudsman  
1 Avenue du Président Robert Schuman – BP 403  
F-67001 Strasbourg Cedex**



Complaints made to the Ombudsman have no suspensive effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty.

#### **9. 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](#).