

EUI External Auditors Job Description

According to Article 23 of the Convention setting up the EUI, the High Council appoints two external auditors of different nationalities for a period of four years.

This job description describes the **job purpose and mandate** of the two auditors within the EUI. In particular, it outlines their specific **duties and responsibilities**, explains the typical **education and experience required**, and details specific **skills** relevant to perform the duties efficiently and effectively.

Role and functions of the two external auditors are defined in the *Convention setting up the EUI* (Article 23), and in the *High Council decision laying down the European University Institute's Financial Rules* (title IX, chapter 1) (see <https://www.eui.eu/ServicesAndAdmin/BudgetFinancialService/Financial-Rules>).

<p>Job purpose / mandate:</p>	<ul style="list-style-type: none"> • The High Council appoints two external auditors of different nationalities for a period of four years. The auditors' term of office is not renewable; • The purpose of the audit, which is based on records and, if necessary, performed on the spot, is to examine the reliability of the accounts and whether all revenue has been received and all expenditure incurred in a lawful and regular manner and whether the financial management has been sound; • The external auditors shall submit to the President of the Institute the preliminary report on the provisional accounts for the financial year (n), no later than 1 July (n+1) and their definite audit report on the financial accounts no later than 31 August (n+1); • Those reports shall mention the extent and nature of their checks, their observations on the final accounts, and a summary assessment of the Institute's financial management for the financial year (n);
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	<ul style="list-style-type: none"> • The final accounts and the external auditors' definite audit report, to which the President of the Institute's replies shall be annexed, shall be submitted to the Budget and Finance Committee and to the High Council by the President of the Institute, no later than 15 September (n+1); • The external auditors shall exercise their audit functions in full independence and in compliance with the relevant international standards.
<p>Duties and responsibilities:</p>	<p>The auditors shall in particular:</p> <ul style="list-style-type: none"> • Review procedures and financial records to determine if the EUI's accounts give a true and fair view of the operations, in accordance with the General Accepted Accounting Principles (GAAP); • Review the underlying transactions to check their compliance with laws, regulations, rules and procedures set out by legislation, as well as with sound financial management. • Test systems to determine if they are effective for purpose. • Present to the President an annual report on the audit findings. The report shall mention the extent and nature of the checks, the observations on the accounts, its underlying transactions and the balance sheet. It might include reference to material misstatements of financial information or control deficiencies, accompanied by specific recommendations on the way of improving those shortcomings in the future.
<p>Qualifications and work experience:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A Bachelor's or Master degree in audit, accounting, finance, business, law or in a related field. • A valid State-issued Certified Public Accountant (CPA) license, likewise for a Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP). • At least five years of audit experience in private or public entities

	<p>Desirable:</p> <ul style="list-style-type: none"> • Audit experience in international organisations is considered a particular bonus.
<p>Technical and soft skills:</p>	<p>Technical:</p> <ul style="list-style-type: none"> • Strong technical skills in accountancy are required (knowledge of: components of financial statements, double entry accounting, accrual accounting, and IPSAS Rules); • Knowledge of legal compliance requirements; • Computer literacy (Word, Excel , Power Point etc.); • Experience with audit/accounting software is not a pre requisite but an appreciated bonus. <p>Soft:</p> <ul style="list-style-type: none"> • The proven ability to communicate, both verbally and in writing, is highly desirable; • The ability of working in team and a positive interpersonal attitude are essential; • Independence of judgement, objectivity, ability to problem solving, and attention to details are indispensable personal qualities.
<p>Languages:</p>	<ul style="list-style-type: none"> • Fluent English in writing and speaking is required; • Knowledge of one or more of other official languages at the EUI is a bonus.

Annex 1 – Additional information

Positions title:	External Auditor
Duration of contract:	Fixed period of 4 years, non-renewable.
Mandate	Indicative dates: mid 2020-mid 2024 (until completion of the duties see period of competence)
Period of competence	Financial years: 2020, 2021, 2022 and 2023.
Remuneration:	€9,000 per year + € 200 daily allowance during on site examination
Engagement letter	A yearly engagement letter from the High Council may have to be concluded.
On-sites examination (EUI headquarters)	The team of external auditors performs together an on-site examination for a period of approx. four weeks
Closing date for applications:	15 October 2019 at 23:59 CET

About the EUI: www.eui.eu

Applications must be submitted electronically to financialservice@eui.eu email address by sending us a motivation letter and curriculum vitae by 15 October 2019 at 23:59 CET at the latest.