



2015-03-21

Charlotta Törneling  
Manuela Leijerfelt  
Petra Göransson

# Arbeta i EU:s institutioner

Träning för EU:s uttagningsprov  
- CBT-delen



Universitets- och  
högskolerådet

# EU:s uttagningsprov (concours)

Processen:

- Ansökan
- Tillträdesprov (CBT)
- Utvärderingscentrum (Assessment Centre)
- Reservlista

Aktuella utlysningar

- AD5 Generalister, ansökan öppen 19 mars - 21 april
- AD5 Revisorer, ansökan öppen 26 mars - 28 april

**För att ansöka:** [www.eu-careers.eu](http://www.eu-careers.eu)

# Behörighetskriterier

- Universitetsexamen
- Mycket goda kunskaper i ett av de 24 officiella EU-språken
- Goda kunskaper också i endera en/fr/ty
- EU-medborgarskap

# Efterfrågade kompetenser

- Analys och problemlösning
- Kommunikation
- Kvalitet och resultat
- Inlärninng och utveckling
- Prioritering och organisation
- Stresstålighet
- Samarbete
- Ledarskap

# All information ni behöver:



**CAREERS WITH THE EUROPEAN UNION**  
by the European Personnel Selection Office

[login/create account](#)



Europa > EPSO



EU-anställda på Facebook.

1 2 3 4

## JOBBA FÖR EU

[Varför jobba för EU?](#)

[Jobbprofiler](#)

[EU:s institutioner och organ](#)

## ANSÖK

[Aktuella jobbmöjligheter](#)

[Så söker du](#)

## HAR DU REDAN SÖKT?

Här hittar du nyheter och information.

— 0 — 0 — —

Uppdatera

# Ansökan

- Skapa ett EPSO-konto
- Gör självskattningstesterna
- Fyll i formuläret på webben  
(studier, yrkeserfarenhet, språk, motivering)
- Ge det tid; börja i god tid
- Validera och skicka in med marginal innan deadline
- Gäller längre fram i processen som ansökningsbrev, så formulera dig med omsorg
- Styrkande handlingar

# Charlottas ansökan

Tabbed Application Screen - Microsoft Internet Explorer provided by European Court of Auditors  
https://europa.eu/epso/application/account/apps/index.cfm?fuseaction=view\_motivation

EU COREERS  
FACE A BIGGER CHALLENGE  
English

EUROPA - EPPO - On-line application

Info | Registration Data | My Profile | Motivation and Strengths | Eligibility | Overview | Declaration

### Motivation

**EXPERIENCE AND BACKGROUND**

Through my education and professional qualification, I have built a solid knowledge on financial management, external reporting and audit.

At PwC I gained extensive experience in external audits as I worked on assurance engagements in the Public Interest Entity business unit, an international business unit with co-workers from more than 20 different countries and English as business language. My experience includes coordinating international audits with PwC offices throughout the world, whereby I have gained broad international experience.

As an external auditor, I worked project based in different teams with multinational companies. Amongst others, I worked on a project where I contributed strongly to the development of the cooperation between colleagues located in eleven different countries. I acted as a contact person for negotiations and agreements with colleagues in the respective countries, which contained a high level of administrative work and required excellent coordination skills.

I was responsible for developing, planning and carrying through audit approach for integrated audits and substantive audits, as well as communicating and reporting audit issues to engagement team management and to clients. I further gained experience in supervising audits and engagement teams through coaching junior team members. Through an extensive mandatory L&D programme, I engaged in continuous development of qualitative and quantitative technical skills, as well as practised knowledge sharing on the job and as Peer Group Learning facilitator for junior colleagues.

In my current position as Internal Control Specialist at TNT Head Office, I am performing Quality Reviews of design documentation on control systems, and providing support and guidance to relevant Internal Control staff throughout the group. I believe this experience would be valuable while performing external controls and inspections, as well as identify improvement of control systems.

**INTEREST TO APPLY**

Being located in The Netherlands since almost five years, with a Swedish nationality, previous experience in Germany and Norway and friends from all corners of Europe, I see myself as a European citizen.

Through spending time in several European countries, and building a network across the borders, I have noticed and been fascinated by how the European Union has increased the cooperation and mobility across borders. I also believe that the European Union can exercise great influence on the global arena, and I would be proud to be working for an organization that contributes to increased cooperation and opportunities across the European Union as well as influence a fair and sustainable development on the global arena.

Further, my experience has thought me that I prosper in an international environment, where I can make the most of my communication and negotiation skills, and maximise the utilisation of my experience.

Having a passion for audit and governance as such, it is also important to me to work for an organization that represents certain essential values. By contributing to the improvement of governance and management within European institutions and agencies, I would appreciate my indirect contribution to the society by strengthening of values.

Internet | Protected Mode On | 08:22 | 17/04/2013

Tips:  
Skriv i word, klipp & klistra



**EXPERIENCE AND BACKGROUND**

How is your education and experience relevant to this particular profile?

Through my education and professional experience, I have built a solid knowledge on financial management, external reporting and audit. At PwC I gained extensive experience in external audits as I worked on assurance engagements in the Public Interest Entity business unit, an international role coordinating international audits with PwC offices throughout the world, whereby I have gained broad international experience. As an external auditor, I worked project based in different teams with multinational companies. Amongst others, I worked on a project where I contributed to negotiations and agreements with colleagues in the respective countries, which contained a high level of administrative work and required excellent communication skills. I was responsible for developing, planning and carrying through audit approach for integrated audits and substantive audits, as well as communicating findings to engagement teams through coaching junior team members. Through an extensive mandatory L&D program, I engaged in continuous development of myself and junior colleagues. In my current position as Internal Control Specialist, I am performing Quality Reviews of design documentation on control systems, and providing support. My previous experience would be valuable while performing external controls and inspections; as well as identify improvement of control systems.

**INTEREST TO APPLY**

Why do you want to apply for this particular career opportunity?

Being located in The Netherlands since almost six years, with a Swedish nationality, previous experience in Germany and Norway and friends from all over Europe. Through spending time in several European countries, and building a network across the borders, I have noticed and been fascinated by how the different cultures influence on the global arena, and I would be proud to be working for an organization that contributes to increased cooperation and opportunities across borders. Further, my experience has taught me that I prosper in an international environment, where I can make the most of my communication and negotiation skills. Having a passion for audit and governance as such, it is also important to me to work for an organization that represents certain essential values. By my indirect contribution to the society by strengthening of values such as democracy, human rights and rule of law.

You should also explain why this particular profile interests you.

**CONTRIBUTION TO EU**

What specific contribution do you think you could make to the work of the European institutions and agencies?

I believe that I could specifically contribute to the European institutions and agencies with my audit background in combination with my international experience. The importance of not underestimating cultural differences in international relations. Further, I have learned to be flexible in the way I treat individuals, countries and organizations. Through acting as a team leader for international teams, building and maintaining relationships with the clients, as well as undertake a coordination role in various contexts. I have further significantly improved my prioritization skills, as well as my ability to make a difference between urgency and importance, which is needed and maintain a helicopter view in order to assess specific tasks in the broader context. I also take proud in finding the most efficient manner of working. In my job as external auditor, I learned the importance of (perceived) independence. I have further developed my ability to grow an objective view, taking into account the interests of all parties. Further, I consider my language skills, and ability to switch between languages as well as learn new languages if required, a strength that would be valuable to the EU institutions and agencies.

In what role could you best contribute? What particular strengths would you bring to your work?

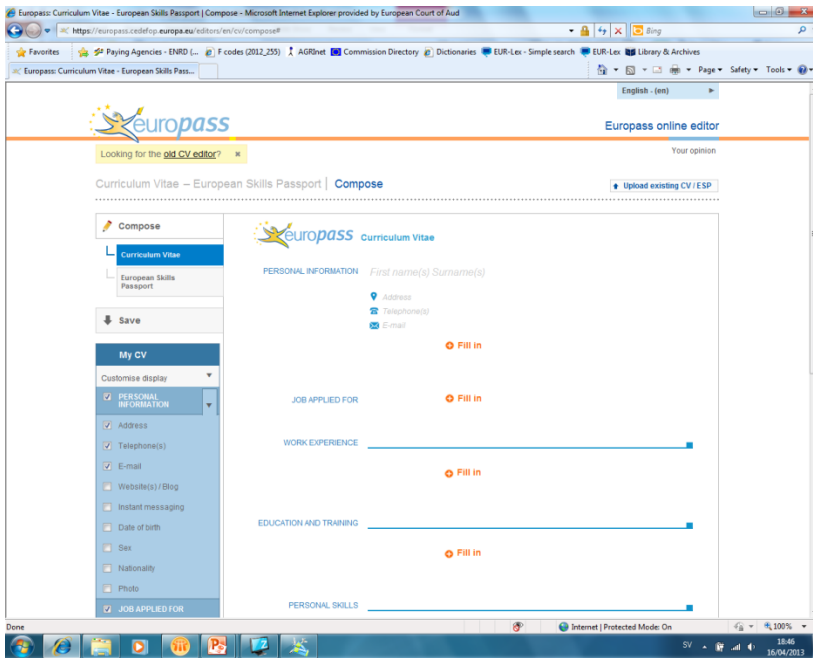
**STRENGTHS**

Outline two of your main achievements. Describe what they are, the process you went through and their positive outcomes for you and for others.

I consider my main achievements to date to be my relocation to a new country, and to get where I am in my career today without the assistance of others. In order to gain international experience and challenge myself, I deliberately took the step to move to a new European country that I had never previously lived in. To learn the local language, build a network and learn as much as possible on the local culture as well as sharing experiences with other individuals with a different background. The positive influence on me has been significant in my personal development, in gaining deeper self awareness and broader understanding for different cultures and my ability to adapt to the situation as well as communicate clearly in order to avoid misunderstandings. The second achievement I would like to mention here is how on a particular project, I contributed to changing the client perception of the audit firm I worked for where the client was not fully satisfied. I took action by informing higher management and whilst the whole team was replaced, I was the only 'old' team member that we shortly received positive feedback on the performance of the new team.



# Europass CV



## Europass Curriculum Vitae

### Personal information

**First name(s) / Surname(s)** Charlotta Törneling  
**Address** 20, rue Joseph Leydenbach, 1947 Luxembourg (Luxembourg)  
**Telephone(s)** +352 621378805  
**E-mail(s)** charlotta\_torneling@yahoo.se  
**Nationality** Swedish  
**Date of birth** 15 July 1979  
**Gender** Female



### Work experience

**Dates** 01/09/2012 →  
**Occupation or position held** Auditor  
**Main activities and responsibilities** Performing audits of national systems for managing and controlling of the European Agriculture Fund for Rural Development (EAFRD).  
 Preparing and performing on-site audits in EU Member States of selected transactions co-financed by the EAFRD – DAS audits – including the checking of the regularity and legality of transactions and compliance with national and European laws.  
**Name and address of employer** European Court of Auditors  
 12, rue Alcide De Gasperi, 1615 Luxembourg (Luxembourg)  
**Dates** 01 February 2012 - 31 August 2012  
**Occupation or position held** Senior Internal Control Specialist  
**Main activities and responsibilities** Develop the Internal Control over Financial Reporting (ICFR) strategy and methodology for PostNL after the split from TNT Express.  
 Analyze geographical and functional scope for ICFR based on quantitative and qualitative (risk) factors.  
 Large involvement the start-up of a project to broaden the scope of the Internal Control Framework to other areas than Financial Reporting, i.e. effectiveness and efficiency of operations and compliance with applicable laws and regulations.  
 Prepare reporting for Internal Control Committee, Board of Management and Supervisory Board on the status, results and developments of Internal Control within the company.  
 Prepare and distribute regular Newsletters and other communications on Internal Control developments for the Internal Control community and other stakeholders within the company.  
 Coordinate the design review of the ICFR Framework including Company wide Controls, and perform quality review of design updates initiated by Internal Control staff or Head Office functions.  
 Monitoring of completion of management testing, including analysis of results and evaluation of deficiencies.  
**Name and address of employer** PostNL  
 Prinses Beatrixlaan 23, 2505 AK The Hague (The Netherlands)  
**Type of business or sector** Mail, parcels and e-commerce  
**Dates** 01 October 2010 - 31 January 2012  
**Occupation or position held** International Control Specialist  
**Main activities and responsibilities** Develop and maintain the Internal Control over Financial Reporting (ICFR) strategy and methodology.  
 Ensure effective and efficient design, implementation and reporting of the TNT ICFR methodology through continuous monitoring and by developing necessary trainings/communications.

# CBT – datorbaserade test

De olika provdelarna:

- Verbal – läsförståelse
- Numerical – tolkning av sifferuppgifter
- Abstract – logiskt tänkande
- Situational Judgement Test (SJT) –  
omdömesförmåga i en given situation

Genomgång idag av metoder och övningar!

# Inför testdagen

- Ges i medlemsländerna (i Sverige: Stockholm)
- EPSO skickar kallelse, välj tidpunkt och provlokal
- Läs mycket noga informationen som skickas om provtillfället.
- Bevaka EPSO-kontot för information, besked om resultat samt ev. kallelse till nästa steg.

# Testdagen

- Kom i tid, det gjorde mej mer avspänd
- Du kan inte ta med något in i test-rummet (jag är exempelvis van vid att äta något under tentor)
- Ät och drick innan
- Försök att vara utvilad och viktigast av allt: fokuserad!! (Koffein funkar för mej...)
- Fastna inte!
- Tänk på tidspressen, om du inte kan svaret, gissa och gå vidare - återgå till frågan om du har tid

# Vad är det som är så roligt med att jobba för EU?

- Internationell miljö
- Mångfald: kulturer, vanor, perspektiv, idéer...
- Dynamisk organisation
- Språk!!!
- Möjlighet till livslång karriär (inkl. förflyttning mellan institutionerna)