6167 8772 Office clerks for the salary area (m/f/x) Intelligent management:  
 Made for Germany  
  
 Get involved with the Federal Office of Administration  
  
  
  
  
 We are looking for a permanent position starting as soon as possible  
 several office clerks  
for the salary area (m/f/d)  
  
  
Career:  
Medium Grade  
Working hours:  
Full-time or part-time  
Evaluation:  
E8 TVöD / A6m-A8 BBesO  
Starting Salary:  
2,910.37 to 3,239.51 EUR gross  
Location:  
Wiesbaden  
Index:  
BVA-2023-038  
Application time:  
03/21/2023  
 The Federal Office of Administration (BVA) is a higher federal authority within the portfolio of the Federal Ministry of the Interior and Homeland.  
 Your future department will be responsible for the calculation and payment of salaries for civil servants, candidates for federal authorities and recipients of grants. In addition, the department is responsible for looking after the salaries of servicewomen and men as well as service allowance (transitional fees). Personnel cost management includes the determination of all payment-relevant facts, their legal assessment and examination, the determination of salary claims and the payment-related implementation with the help of modern accounting systems. After completing a well-structured induction period lasting several months, you will be assigned your own area of ​​responsibility (files).  
Your tasks  
 Independent and responsible determination and payment of salaries for civil servants, candidates, career soldiers and soldiers on a temporary basis  
 Subsequent insurance in the statutory pension insurance for retiring civil servants, candidates, career soldiers and temporary soldiers if they leave without entitlement to pensions  
 Independent and responsible determination and payment of service time benefits for temporary servicewomen/men (interim fees, interim allowances, compensatory payments, etc.)  
 Claiming back overpaid remuneration  
 Monitoring and control of payment transactions in SASPF  
 Conducting correspondence with beneficiaries.  
  
 If you have any questions about the area of ​​responsibility prior to your application, you are welcome to contact the head of the department, Monika Marinow, on 022899-358-654200.  
 We will be available on March 15, 2023 at 5:00 p.m. at https://t1p.de/epenp to get to know each other and to exchange any questions you may have. The online meeting can be entered at the specified time by clicking on the link.  
 The oral selection interviews are expected to take place in calendar week 17/2023.  
If necessary, further requirements in other areas of responsibility can be covered by the advertisement.  
Your skills  
You have completed career training for the middle non-technical administrative service or have successfully participated in clerk training I or have successfully completed vocational training as an administrative clerk, specialist clerk or clerk for office communication/office management, social security clerk, bank, industrial, Wholesale and foreign trade clerk or other relevant three-year professional training in administration or as a clerk  
 Professional experience and/or verifiable knowledge of salary law or payroll accounting is an advantage  
 Professional experience in the field of public administration is an advantage  
  
 That's what we offer you  
 Flexible and family-friendly working time models (e.g. no core working hours, home office option, hourly compensation through flexidays, sabbatical)  
 We fill advertised positions flexibly on a full-time and part-time basis  
 Diverse training and personnel development opportunities  
 Promoting health with a working time bonus (e.g. ergonomic office furniture, sports groups, mobile massages)  
 Free parking  
 Annual special payment, company pension scheme with the employer's share and deferred compensation for employees subject to the applicable collective bargaining agreement  
  
In addition, according to the legal provisions  
 Payment of a personnel recruitment bonus according to § 43 BbesG possible  
 Reimbursement of moving expenses  
 Possibility of later acceptance into a civil service relationship if the requirements are met  
 Examination of acceptance into a civil service relationship on probation (A6m BBesO) if a completed preparatory service for a career in non-technical administrative service is available  
 Equal status delegation with the aim of Administrative clerk - federal administration None 2023-03-07 16:03:12.873000