

Europass curriculum vitae



Personal information

Surname(s) / First name(s)

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Work experience

Dates

Occupation of position held

Main activities and responsibilities

December 2012 – on going

Head of Finance Unit (until 15 August 2013)

Head of Corporate Services (from 16 August 2013)

- Management of the preparation of strategic documents such as Multi-Annual Staff Policy Plan, Budget, Training plan, ICT policy, Procurement Plan etc.
- Management of the units and sectors (Finance, ICT, HR, Procurement) of the Department
- Providing advice on financial and procurement matters to all CEPOL staff
- Deputising for the Deputy Director/Director of CEPOL
- Manage/Implement CEPOL's strategy on HR, ICT, Procurement and Budgetary objectives.
- Preparation of the department's Programme of Work and monitoring its implementation
- Recruitment, supervision, appraisal of the human resources in the Finance unit
- Ensure the provision of training and support to CEPOL staff
- Maintain effective relations with the European Court of Auditors, the Commission, the Internal Audit Service and the European Parliament in relation to budget and financial activities

Name and address of employer

The European Union Agency for Law Enforcement Training (CEPOL)

Office address: 1066 Budapest, Ó utca 27, Hungary

Correspondence address: 1903 Budapest, Pf.314, Hungary

www.cepola.eu

Type of business or sector

CEPOL's mission is to bring together senior police officers from police forces in Europe - essentially to support the development of a network - and encourage cross-border cooperation in the fight against crime, public security and law and order by organising training activities and research findings.

Dates

Occupation of position held

September 2006 – August 2012

Head of Finance & Procurement Unit

Main activities and responsibilities	<p>As head of unit:</p> <ul style="list-style-type: none"> • Management of the 3 sectors in the Unit: Finance (9 staff members), Procurement (6 staff members) and Accounting Officer (2 staff members) • Providing advice on financial and procurement matters to all Frontex staff • Recruitment, supervision, appraisal of the human resources in the Finance & Procurement unit • Elaborating the programme of work of the unit • Reporting to Director of Administration Division (Administrative Services, Finance & Procurement, Legal Services) and indirectly to Deputy Executive Director and Executive Director <p>In my role as budget officer for Frontex:</p> <ul style="list-style-type: none"> • Preparation of the Frontex annual budget including staff planning (final budget 2011 is € 118M; budget in 2008 was € 88M) • Monitoring of the budget execution and informing the authorising officers by (sub) delegation about the implementation of the budget • Providing support and training (of a general financial character, such as the expenditure lifecycle) to Frontex staff • Amending financial circuits and managing decisions on (sub)delegation of authority • Preparation of amendments to the Financial Regulation and the Implementing Rules on the Financial Regulation, verification on financial impact of all decisions by the (Deputy) Executive Director, preparation and introduction of administrative notices giving further guidance on the financial framework of the Agency • Financial Verification of all types of financial operations (commitments, payment, recovery orders to assure regularity and legality) • Maintain effective relations with the European Court of Auditors, the Commission, the Internal Audit Service and the European Parliament in relation to budget and financial activities
Name and address of employer	<p>The European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex) Rondo ONZ 1; PL – 00-124 Warsaw; Poland</p>
Type of business or sector	<p>A specialised and independent EU body tasked to coordinate the operational cooperation between Member States in the field of border security. The activities of Frontex are intelligence driven. Frontex complements and provides particular added value to the national border management systems of the Member States.</p>
Dates	August 2005 – August 2006
Occupation of position held	Finance Officer
Main activities and responsibilities	<ul style="list-style-type: none"> • Assisting in drafting the annual budget (€ 18M) of the Agency • Financial Verification of transactions (commitments, payments) • Assisting in preparation of documents for the visits of the Court of Auditors • Reporting on budget implementation • Deputising for the Accounting Officer • Reporting to the head of unit (who reports to the head of administrative services under the Director of the Agency)
Name and address of employer	<p>European Training Foundation Villa Gualino; Viale Settimio Severo 65 I – 10132 Torino Italy</p>
Type of business or sector	<p>EU agency to help partner countries (Mediterranean region, South East Europe, Eastern Europe and Central Asian countries) with vocational education and training.</p>
Dates	February 2005 – July 2005
Occupation or position held	Credit monitor/Financial Advisor
Main activities and responsibilities	<p>Monitoring subsidies to youth and welfare organisations in The Hague (appr. € 40M per year); Financial administration</p>
Name and address of employer	<p>Vedior/Municipality The Hague Spui 70</p>

Type of business or sector	NL-2311 BT The Hague The Netherlands Local government/Finance
Dates	July 2002 – December 2004
Occupation or position held	Chief Finance
Main activities and responsibilities	<ul style="list-style-type: none"> • Setting up the financial administration of the Mission; • Designing the internal financial rules of the Mission and ensuring compliance with EC and accounting standards; • Drafting financial reports e.g. budget and (interim) implementation reports. • Recruitment, supervision, appraisal of the human resources in the unit • Verification/Approval of payments • Drafting financial reports e.g. budget and (interim) implementation reports. • Management of the unit (3 international staff, 3 local staff) • Reporting to head of administration, who reported to the Deputy Head of Mission and/or Head of Mission
Name and address of employer	European Union Police Mission in Bosnia & Herzegovina PO Box 90; Aleja Bosne Srebrene bb; 71000 Sarajevo; Bosnia & Herzegovina
Type of business or sector	EU Police Mission aims to establish a sustainable, professional and multi-ethnic police service operating in accordance with best European and international standards
Dates	December 1999 – June 2002
Occupation or position held	First Officer with the Finance Unit
Main activities and responsibilities	<ul style="list-style-type: none"> • Assisting in preparing the annual budgets, including activity based budgeting • Preparing financial reports • Assistant to the Secretary of the Europol Pension Fund • Preparing minutes of Europol Pension Fund Management Board meetings • Calculation of Europol and Europol staff contributions to the Fund • Calculation and presentation of individual entitlements at year end and at the end of contract; • Reporting to the head of Finance Unit; no formal managerial role
Name and address of employer	Europol PO Box 90850; NL-2509 LW The Hague; the Netherlands
Type of business or sector	European Law Enforcement Agency
Dates	February 1990 – November 1999
Occupation or position held	Assistant Financial Controller
Main activities and responsibilities	Budgeting; Policy development; Reporting
Name and address of employer	Gemeente-/Regiopolitie Groningen PO Box 588; NL-9700 AN Groningen; the Netherlands
Type of business or sector	Law Enforcement