



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions.. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Financial Agent

in the EC Representation in The Netherlands, The Hague

Job title: Financial Agent

Domain: Communication, Publications and Information

Where: European Commission Representation in The Hague, Netherlands

Function Group: FG II

Contract Type: 3a

Express your interest until: Tuesday, 20 October 2026 - 12.00 (noon, Brussels time)

WE ARE

DG Communication (DG COMM) works to bring the European Union closer to citizens and communicates the EU's priorities across all Member States. Our Representation in The Netherlands teams up with local partners, supports visits from Brussels, and keeps national authorities, media, and citizens in the loop about EU developments and opportunities.

The financial agent plays a key part in making sure our office runs smoothly every day. From managing budgets to keeping contracts and payments on track, you'll help us serve citizens, support outreach, and keep our finances in shape.

YOUR ROLE

Working as part of our small Administration team, you will contribute to the smooth and efficient running of the Representation, with a particular focus on **financial and administrative tasks**.

Your day-to-day work will include:

- Supporting financial transactions, contracts and financial and accounting activities using European Commission tools such as SUMMA, PPMT, MyWorkplace, Excel and Outlook.
- Processing and following up on invoices and payments, monitoring budget implementation and ensuring that financial procedures and deadlines are respected.
- Supporting procurement and calls for tenders, including contacts with suppliers and follow-up of contracts and orders.
- Assisting with HR and administrative tasks, including onboarding of new colleagues and maintaining relevant administrative records.
- Providing general administrative support to the Representation, including acting as a reliable point of contact for suppliers and external partners.

(Reference: Call for interest 162247)



- Supporting the organisation and smooth functioning of the office, including inventory and asset management and other local administrative matters.
- Supporting audits, administrative projects and environmental initiatives.
- Contributing to outreach and other activities of the Representation where administrative support is required.

You will work in a small, collaborative and international team, helping to ensure that our administrative and financial processes run smoothly and effectively in support of the Representation's mission.

WE LOOK FOR

We are looking for a **skillful, hands-on and well-organised financial agent** who enjoys working with both numbers and people and is able to work independently while contributing positively to a small team.

The ideal candidate:

- Has a good knowledge of finance, administration and accounting.
- Has practical experience in financial, administrative, HR or project support roles.
- Is comfortable working with IT and office tools, in particular Excel, Outlook, Word and Teams.
- Has an excellent command of English. Knowledge of Dutch is an advantage but not a requirement.
- Is reliable, accurate and well organised, with a strong sense of responsibility.
- Takes initiative, is solution-oriented and is able to prioritise and manage several tasks simultaneously.
- Has good communication and interpersonal skills and enjoys working in a small, multicultural team.
- Experience with European Commission financial procedures and IT tools is an asset, but not essential. Training and guidance will be provided.

We are looking for someone who can take ownership of their responsibilities, provide practical support to colleagues and contribute to the continuous improvement of our administrative processes.



HOW TO EXPRESS YOUR INTEREST?

The European Commission welcomes applications from across all backgrounds. To ensure everyone gets a fair chance, candidates are recruited from an open database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in one single pdf in the following order:

1. your CV 2. completed application form.

Please send these documents by the publication deadline to comm-nl-recruitments@ec.europa.eu indicating the call for interest reference 162247 in the subject.

For questions about the position or the application procedure, please contact Katrin Tännler at katrin.taennler@ec.europa.eu

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

² The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

³ For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in The Hague/Netherlands.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first contract will be 3 years. Possible consecutive extensions of 5 years and then indefinite duration are subject to an assessment of the staffing situation of Representations at that time.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).



For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.