



VACANCY NOTICE FOR A CONTRACT AGENT SELECTION

Job title	Financial Assistant - Financial cell of Directorate
Reference	EC-2026-ESTAT-178045
Application deadline	06.11.20026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Eurostat
Unit	ESTAT.F.1, Crosscutting Social Indicators; Coordination
Place of assignment	Luxembourg
Domain*	Economics, finance and statistics
Contract type and Function Group	Contract Agent 3b FG III

*please use one of the standardised domains that can be found [here](#)

About us

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union (EU). Eurostat's mission is to provide high-quality statistics and data on Europe. Eurostat co-ordinates statistical activities at EU level and more particularly inside the Commission.

Eurostat Unit F1 'Social Indicators: Methodology and Development; Relations with Users' mission is to foster progress in European social statistics by providing advice, services and support for an efficient and responsive integrated statistical architecture. An essential part of the Unit is the Financial Cell of the Directorate.

The Financial Cell is responsible for providing financial services and support regarding financial management of the whole Directorate F 'Social statistics'. The team ensures that the financial operations of the directorate comply with the Financial Regulation by using the appropriate tools, by ensuring coherent planning and efficient financial reporting, and by respecting pre-defined deadlines. The team has a friendly work atmosphere and cooperates well with the operational units in the directorate, and other entities within the Commission. The main working language of the Directorate is English.

About the role



We offer an attractive and challenging position as Financial Assistant. The position covers a varied set of responsibilities under the supervision of the team leader and the Head of unit, including preparing, supervising and reporting on the unit's annual budget, preparing the units' calls for proposals and calls for tenders procedures until the preparation of the related commitment files. The Financial Assistant acts as Financial Initiating Agent using EC IT tools, such as Ares, MyWorkplace, eGrants, eProcurement and SUMMA.

You will work in a multicultural environment, where collaboration, continuous learning, and innovation are encouraged. You will have the chance to develop new skills, engage with EU financial systems, and contribute meaningfully to the organisation's mission.

Training courses on the IT tools used in financial matters are regularly provided by the Commission services. On the job training will be provided.

Qualifications, experience and skills

We are looking for a reliable and well-organised Financial Assistant. We are interested in candidates who offer:

- Good general IT literacy and the ability to understand and support digital workflows.
- A collaborative approach, with the capacity to work independently when needed.
- Flexibility, adaptability, and a professional attitude under evolving circumstances.
- Attention to detail, organisational rigour, and reliability.
- A genuine interest in learning and a proactive attitude towards mastering new tools and contributing to team efficiency.

The candidate should have at least 2 years' experience in finance, contracts and procurement in the EU Institutions, in private sector, international organisation or other public administration. Experience with calls for tender procedures or call for proposal procedures would constitute an advantage, and knowledge of financial programming in the Commission and the Financial Regulation is desirable, as well as knowledge of SUMMA, MyWorkplace, eGrants, eProcurement and/or other tools used at the European Commission for financial matters and establishing contracts would be an asset.

A sufficiently high-level proficiency of English is essential.



How to express your interest?

You should send your documents in a single pdf in the following order:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the selection reference **EC-2026-ESTAT-178045**

Eligibility

For eligibility please consult [this page](#) with all the information needed.