VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	Budget Assistant
Reference	**DG/COM/2026/2152**
Application deadline	20.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Directorate-General for Budget
Unit	BUDG.A.1.001 Budgetary systems, processes and documents
Place of assignment	Brussels
Grade range	AST1/3
Domain *	Budget and Finances
Contract type	Temporary Agent 2b/2d

About us ("We are")
DG BUDG is responsible for managing the budget of the European Union and plays a central role in achieving the Commission's political priorities. As domain leader on financial management, DG BUDG has a growing strategic role at the heart of the Commission. Working in DG BUDG is not just about figures, you actually get to see the bigger picture of what is happening across the whole Commission and how the budget contributes to achieving the EU objectives. Within Directorate A (Expenditure), Unit BUDG A.1 is in charge of coordinating the preparation of the Commission's Draft Budget and of following up the Budgetary procedures and execution, including relations with the Budget Committees of the Council and European Parliament. The unit is also responsible for monitoring the implementation of the budget and reporting to the budgetary authority, coordination of preparation and adoption of amending budgets, transfers and carry-overs. As a result, the Unit offers a great opportunity not only to understand how the budget contributes to reaching the main EU's political priorities and how it can reflect to rapid developments and unforeseen events but also to contribute to this process. We are a relatively small team (13) of dedicated and experienced colleagues who collaborate and get on really well together, work hard but have fun as well.
About the role ("We propose")

An interesting job as a Budget Assistant at the heart of the budgetary process with high learning, visibility and growth potential. This work involves the collection, preparation and analysis of budgetary text and data relevant for analytical work and for the preparation of budgetary documents in close cooperation with colleagues and unit management. The colleague will work within the sector, but also very closely with the team responsible for the interinstitutional coordination. The job also includes project coordination tasks and gives a high degree of autonomy.

The colleague will fulfil the following objectives:

- Input and quality control of data in the different tools (Badgebud, IBIS, etc.) and specifically in the excel based simulation tools used in the context of the conciliation phase of the annual budgetary procedure.

- Coordination of the assessment of EP amendments to the draft budget, including with regard to pilot projects and preparatory actions.

- Coordination of the follow-up and integration of pilot projects and preparatory actions in the annual budgetary procedure: inclusion of new pilot projects and preparatory actions in different datasets and maintenance of existing ones.

- Provide technical assistance relating to the annual budget procedure to colleagues within the Commission as well as to the Budgetary Authority.

- Follow-up preparation of the budget remarks during the annual budgetary procedure and the related documents and improve the overall process.

- Develop and maintain templates supporting the preparation and quality control of the documents to be published.

- Assist in the follow up of the preparation and overview of the amendment of the Annex 1 of the Internal Rules that allows defining the responsibilities per budget lines.

The Unit offers a friendly and stimulating atmosphere. Budget Assistants are given a high degree of autonomy and responsibility. Discussions and exchange of opinions are encouraged.

Qualifications, experience and skills (“We look for”)



• We are looking for a dynamic and motivated official with strong analytical skills and interest in handling figures/statistics and in data reporting and monitoring. Experience in using IT tools and very good data processing skills with Excel are required.

• Prior experience and knowledge of the EU annual budgetary procedure and relations with the European Parliament in that context are also required.

• We look for a team player, with initiative, ready to accept responsibility, and who is eager to learn and join a dynamic unit with a result-oriented attitude, open mind and very friendly atmosphere. The candidate should be able to draft clearly and concisely and express themselves clearly in English. Knowledge of other EU languages would be an asset.

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 BUDG-MAILBOX-A01@ec.europa.eu indicating the selection reference **BUDG/COM/2026/2151** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

For eligibility please consult this page with all the information needed.