



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, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

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



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. 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](#).



Financial Assistant

in DG Employment, Social Affairs and Inclusion of the European Commission

Selection reference: EMPL/COM/2023/3144

Domain: Economics, finance and statistics

Where: Unit G2 – European Globalisation Fund, Shared management, Brussels

Staff category and Function Group: Temporary agent 2b –Financial Assistant

Grade: grade range AST 1-3

Publication deadline: 13.03.2024 - 12.00 (Brussels time)

WE ARE

DG EMPL is the DG within the Commission that develops and carries out the Commission's policies on Employment and Social Affairs and on Education and Training. Examples of the areas in which we are active include support for:

- [More and better jobs](#) through the European Employment Strategy (which brings national policies closer in this field) and the [European Social Fund](#) (€9 billion per year managed in partnership with the Member States).
- [Free movement of workers](#) and [coordination of social security schemes](#), which means that every EU national has the right to work and to live in any EU country and that people who move between countries are not disadvantaged in relation to social security including healthcare.
- [Social inclusion](#) by supporting efforts to combat poverty and social exclusion, reform social protection systems, assess new demographic and social developments.

The mission of Directorate G is to coordinate the use of the Funds managed by the DG as effective instruments to deliver a critical mass of investment to support the implementation of the European Pillar of Social Rights, especially with a view to a green, digital, resilient and inclusive recovery from the socio-economic crisis caused by the COVID-19 pandemic.

To this end, the Directorate coordinates the implementation of the European Social Fund Plus (ESF+) for the 2021-27 programming period, the European Globalisation Adjustment Fund for displaced workers (EGF) as well as the European Social Fund (ESF), the Youth Employment Initiative (YEI), the Fund for the European Aid to the Most Deprived (FEAD) and REACT-EU (until 2023), and supports the use of financial instruments in the areas covered by DG EMPL. The Directorate also promotes the social economy in order to foster the EU's job creation, social inclusion and sustainable development goals through the development of both policy and funding support. It coordinates and supports the evaluation and impact assessment activities of the DG with a view to implementing the Commission's Better Regulation Guidelines in the DG. The Directorate also ensures a consistent implementation of financial procedures,



in line with Commission rules.

The mission of the Unit is to contribute to the financial implementation of the Recovery Plan for Europe and to promote social innovation.

The Unit:

- (1) supports the financial implementation of the European Social Fund + (ESF+);
- (2) manages the European Globalisation Adjustment Fund for displaced workers (EGF);
- (3) promotes Social Innovation, including the initiative ALMA (Aim-Learn-Master-Achieve) for disadvantaged young people.

The successful candidate will join a unit of 20 colleagues.

WE PROPOSE

Under the supervision of the Deputy Head of Unit and within a team of 9 colleagues, the job holder will:

- initiate, verify and follow-up financial transactions in the financial management system,
- monitor financial implementation and prepare follow-up tables,
- collaborate with geographical desks to ensure smooth proceeding of financial transactions,
- participate in the preparation for the transition to the new accounting system.

WE LOOK FOR

We are looking for a candidate meeting the following requirements:

- experience in financial management (two years desirable), preferably in a European institution or another international organisation,
- experience with the accounting system of the Commission or in another large public or private organisation (one year desirable),
- proven experience in IT financial management tools,
- fluency in the usual IT tools, including fluency in Excel,
- basic knowledge/understanding of the European structural funds,
- ability to organise, plan and prioritise,
- precision, attention to details, and reliability,
- excellent ability to work in a team (working together, handing-over, sharing files and knowledge), as well as autonomously and proactively,
- service/client and problem-solving orientation,
- working knowledge of English.

Knowledge of other EU official languages, FR in particular, will 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. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to Fabienne.Levy@ec.europa.eu with Senta.Freitag@ec.europa.eu indicating the selection reference EMPL/COM/2023/3144 in the subject.

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 temporary 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 post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or 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. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ 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).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

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 **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to 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.