



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](#).



BUDGET ASSISTANT

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/510

Domain: BUDGET and FINANCE

Where: Unit BUDG.C.4 - Revenue Collection and Recovery of Debts, Brussels

Staff category and Function Group: Temporary agent 2b/d - Assistant

Grade: AST1-AST3

Publication deadline: 09/04/2024 - 12.00 (Brussels time)

WE ARE

Unit BUDG C4 manages the revenue collection and recovery of claims of the Commission, the European Development Fund (EDF), the European External Action Service (EEAS) and a number of EU-agencies. The unit manages the financial aspects of fines, penalties and sanctions, the collection of own resources and the follow up of some 3500 debts, some 2200 of which are overdue and require detailed actions. We have extensive contacts with the Legal Service, other services of the Commission, and with debtors across the world. The team includes 25 colleagues organized into three sectors, four teams.

The successful candidate would have the opportunity to develop skills and experience in the activities of all the teams of the unit. We value colleagues with a collaborative attitude within and across teams. Our work is stimulating, multi-faceted and enjoys high visibility. It is framed by deadlines and legal and financial procedures which require an eye for detail and a high level of diligence but also a creative and flexible approach.

WE PROPOSE

Unit C.4 of DG BUDG is seeking to hire one Budget Assistant – this is a job with challenging and varied tasks.

You will handle recovery files covering a wide range of Commission activities. You will have multiple contacts not only with the Commission services, but also with many of the Commission's debtors and/or their representatives (lawyers, liquidators), located worldwide. Each recovery file presents challenges and different levels of complexity, ranging from simpler cases to enforcement by legal means, but also insolvencies and requests for payment in instalments.

You will be encouraged to develop your skills and gain experience beyond your day-to-day scope of activity so that you can personally develop, become an expert in areas of your interest and support colleagues across the unit when necessary. You will also have the opportunity to gain experience in the other teams of the unit depending on upcoming needs.



WE LOOK FOR

We are looking for a Budget Assistant.

The ideal candidate is motivated with high sense of responsibility, capable to work independently as well as in teams, and have at least 5 years of professional experience. The tasks assigned require a sense of accuracy and responsibility, prioritizing and negotiating skills, as well as timely delivering according to given deadlines. The knowledge of the Commission Financial Regulation and procedures, as well as of the IT tools in use at the Commission, is a clear advantage. It is also an advantage to have some financial background and familiarity in working with accounting and legal documents, to perform financial and/or legal analysis of documents. The knowledge of German and/or Spanish is positively assessed.

Looking after the financial interests of the EU also demands some courage, so you would be fit for the job if you are able to stand firm, yet endeavour to find acceptable solutions in your contacts with the external debtors.

Finally, if you are meticulous, possess appropriate organizational skills, a marked sense of initiative and responsibility, have a good command of English and French, along with other European Union languages, then you would be integrated into our team in a blink of an eye.

You also have good analytical skills to understand the financial processes and are keen on learning about and working with sophisticated IT tools.



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 giovanni.bancale@ec.europa.eu indicating the selection reference BUDG/COM/2024/510 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.