**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](https://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**Financial assistant**

**in DG TAXUD of the European Commission**

**Job title:** Financial Assistant

**Domain:** Finance

**Where**: TAXUD.E.1 Finances, Public Procurement and Compliance

**Function Group**: FG III

**Contract Type**: 3b

**Express your interest until**: 18/04/2024 - 12.00 (noon, Brussels time)

**WE ARE**

# The Directorate General Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders.

# In this context, the Resources and General Affairs Directorate (Directorate E) is providing cross-cutting services and support to the Director-General and the other Directorates in DG TAXUD. As part of the Directorate E, Unit E1 oversees activities related to “Finances, Public Procurement and Compliance”.

# The mission of the Unit is to prepare and follow the implementation of the budget of DG TAXUD, support the procurement and grants procedures in close cooperation with operational units, ensure all financial transactions, and implement the DG’s internal control and risk management systems. The unit also acts for DG TAXUD as contact point with the IAS, the ECA and OLAF, and coordinates the Anti-fraud strategy of DG TAXUD.

# The Unit is composed of a dynamic and motivated team of 20 colleagues.

**WE PROPOSE**

# We are offering a position for an experienced financial assistant to ensure the regularity and legality of financial operations in a team of seven colleagues handling various financial aspects, such as accounting, budget management and the financial initiation and verification of all financial transactions in DG TAXUD.

# As a member of the team, you will:

# Prepare and follow-up budgetary commitments, payments, decommitments and recovery orders.

# Contribute to the preparation of administrative agreements, memoranda of understanding, international agreements with (potential) candidate countries and/or external partners.

# Contribute to the preparation of specific contracts, purchase orders, order forms, framework contracts, grant agreements and related financial transactions in the Commission’s financial systems (ABAC/SUMMA, eGrants and eProcurement tools).

# Contribute to the smooth transition to the Commission corporate accounting system SUMMA and eProcurement, follow developments related to the corporate tools and support change management, including through the provision of trainings.

# In addition to these primary duties, depending on your profiles and the interest of the service, you may also contribute to the development and management of the cost accounting system for DG TAXUD (for the systematic monitoring of costs, payments and contract implementation associated to DG TAXUD projects); support the preparation, monitoring and implementation of the budget for DG TAXUD; or support the accounting correspondent of DG TAXUD.

# This position offers the opportunity to engage in diverse horizontal topics. We emphasize the importance of good collaboration among team members and with our client units in DG TAXUD. There are opportunities for on-the-job training, complementing our formal corporate training programs.

**WE LOOK FOR**

# We seek a dynamic and motivated professional interested in all stages of the expenditure lifecycle, backed by at least three years of relevant experience.

# In particular, prior experience related to financial management is a must. You should be familiar with requirements related to the handling of payments and relevant contractual obligations. Knowledge related to financial circuits and their implementation in EU Institutions would be an asset, as would prior knowledge related to grant or contract management.

# Prior knowledge of ABAC or SAP is strongly recommended. A good knowledge of developments related to SUMMA (the future accounting system of the Commission) or eProcurement and a good understanding of the Financial Regulation is preferable but not indispensable

# Knowledge of similar systems and processes in other organizations will be considered relevant. Newcomers will benefit from on-the-job and corporate trainings and should be willing and able to adapt to the Commission systems and procedures.

# As a team player and customer-oriented professional, you should possess flexibility, excellent organization skills, an analytical mind and proactive problem-solving abilities. Reliability and accuracy are vital in this role, alongside a very good command of English and, preferably, French.

# Are you the perfect fit? If you have a solid background in financial matters (, and a sense of humour to complement your skills, then this post is tailor-made for you! As we emphasize teamwork, your collaborative spirit and excellent organizational skills will be highly appreciated and make you an indispensable part of our great team.

**HOW TO EXPRESS YOUR INTEREST?**

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this 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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). 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 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 [TAXUD-UNIT-E1@ec.europa.eu](mailto:TAXUD-UNIT-E1@ec.europa.eu) indicating the call for interest reference **EC-2024-TAXUD- 443411** in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. Have a level of post-secondary education attested by a diploma OR
2. 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 EU[[1]](#footnote-1)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-2) of a second official language of the EU, to the extent necessary for the performance of the duties.

# What about the selection steps?

The selecting unit chooses from the EPSO database[[3]](#footnote-3) 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 and possibly in a second official language.

# *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 Brussels.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG III.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

The duration of thefirst**contract will be of one year.** Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

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). [↑](#footnote-ref-1)
2. For details on language levels, please see the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#footnote-ref-2)
3. Therefore, candidates who did not pass already a CAST on the level Function Group [III], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)