



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 – Repo Facility

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/2134

Domain: Economics, finance and statistics

Where: Unit E2 - „Accounting & Reporting Back-office“, Luxembourg

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

Grade: AST1-AST3

Publication deadline: 24/10/2024 - 12.00 (Luxembourg time)

WE ARE

Unit E2 acts as a back office for the debt issuance and lending of proceeds for the Union's financial assistance programmes, the NextGenerationEU programme, the Ukraine Facility, the MFA programme as well as for the asset management activities of the Directorate. This includes the accounting for loans & borrowings and for the various asset portfolios, the operational back-office tasks relating to settlement, payment processing and reconciliation of transactions as well as meeting reporting requirements. E2 coordinates interaction with the ECA and other auditors in respect of matters relating to the activities of the Directorate.

The back-office tasks comprise:

- Operational settlement of debt issuances and subsequently debt service of the borrowing and lending activity managed by Directorate E on behalf of the Commission for Next Generation EU (NGEU), Ukraine facility, the SURE programme, the European Financial Stabilisation Mechanism (EFSM), the Balance of Payments Facility (BOP), the Macro Financial Assistance Facility (MFA) and the Euratom Loan Facility;
- Disbursement of loans to Member States under the above mentioned programmes;
- Executing the daily tasks for the Repurchase transaction facility of the Commission;
- Active liquidity management transactions processing and settlement monitoring, in particular repo, reverse repo and money market transactions;
- Management of bank account balances and the execution of payment and settlement instructions related to the asset management activities carried out by Directorate E. These operations cover e.g. the following asset management mandates: the Common Provisioning Fund (CPF), Budget Competition Fines Fund (BUFI), the Participants Guarantee Fund (PGF), the Joint Sickness Insurance Scheme (JSIS), and the ECSC in liquidation;
- Regular contacts and settlement follow-up activities with the ECB, national Central Banks and other financial institutions (e.g. Clearstream, BNP etc.);
- Bank accounts reconciliation tasks.

Unit E.2 is a friendly, dynamic, gender balanced and team oriented operational unit. It has regular contacts with private and public financial sectors, other Commission services and EU Institutions, such as the European Court of Auditors and the European Central Bank. We are professionally very committed, enjoy working together and having fun at social events.



Following the 2023 staff survey and Commission-wide awards, DG BUDG is recognised for its staff engagement, quality of its Middle Management and greening efforts. Ensuring staff engagement remains high on our agenda, which is why we are keen to provide support for career development, specialised training and ensure smooth newcomers' integration.

WE PROPOSE

We offer an interesting and fulfilling position as Financial Assistant for the Repo Facility in a friendly and supportive work environment. The jobholder will have her/his office seat in Luxembourg, which offers a good opportunity to get to know the Commission activities in Luxembourg and more importantly the financial sector and its regulatory environment.

The main regular tasks are:

- Management of the Repo Facility;
- Executing payments in the context of the Repo Facility and to other counterparties for money market transactions;
- Management of the Repo securities outstanding or received as collateral;
- Recording of transactions into the dedicated IT management system (SAP SUMMA);
- Management of the execution and follow-up of settlement instructions related to the Repo Facility and money market transactions;
- Management and control of cash and security accounts;
- Execution of bank accounts reconciliation work;
- Maintenance and control of static data in the dedicated IT management systems (Bloomberg AIM and SAP);
- Serving as main contact person or liaison to internal and external stakeholders in the context of the Repo Facility;
- Preparation of secure SWIFT confirmation messages and instructions to the custodians, preparation of secure SWIFT payment instructions; and
- Supporting back office members in executing their daily tasks (borrowing, lending and asset management operations).

Moreover, the successful candidate will also support monitoring the evolution of market practices and of applicable rules and regulations and support the implementation of the necessary changes to internal processes.

WE LOOK FOR

We are seeking a highly organized, dynamic member of the team to manage the Repo Facility to perform the settlement of repo and reverse repo trades and also money market transactions. The ideal candidate will ensure timely and accurate trade execution while coordinating with internal and external stakeholders. This role is essential for maintaining operations efficiency and the candidate should possess the technical knowledge and experience required for performing the set of regular payment and settlement tasks accurately and independently.



Furthermore, the successful candidate should possess the interpersonal skills necessary to collaborate across departments and assist colleagues during peak periods.

S/he should be able to ensure accuracy in settlement processing and documentation, handle multiple tasks under pressure, while prioritizing deadlines and easily adjust to evolving procedures, regulations and workloads. The candidate will be mainly responsible for the recently launched liquidity management operations: repo, reverse-repo (Repo facility) and money market transactions, therefore familiarity with short-term borrowing/lending instruments and cash flow coordination and experience with trade matching and resolving discrepancies would be an advantage.

Advanced Excel skills for data analysis and reconciliation are required and the successful candidate should be able to demonstrate a strong aptitude for rapidly mastering new and diverse IT tools and applications. Knowledge of the financial IT applications (SAP, SWIFT) would be an advantage, although training will be provided where necessary.

A very good command of English is important for the execution of tasks and maintaining contacts with capital markets counterparties.

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 BUDG-MAILBOX-E02@ec.europa.eu indicating the selection reference BUDG/COM/2024/2134 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 **Luxembourg**.

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.**

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.

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



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.