



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](#).



Business Analyst - SUMMA Business Manager

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/2542

Domain: Budget and Finance/ Information Technology

Where: Unit R.4 - ABAC User service management, Brussels

Staff category and Function Group: Temporary agent 2b- Administrator

Grade: AD5- AD8

Publication deadline: 09/12/2024 - 12.00 (Brussels time)

WE ARE

R4 supervises the continuity and reliability of the Corporate Financial and Accounting Information System. R4 is also servicing the entities that are using SUMMA already. Within this context, R4 carries out the following activities:

- Coordinates the alignment of ABAC with financial and accounting rules and other business requirements for the implementation of the budget and other financial instruments, thus ensuring business continuity.
- Ensures operational continuity by providing first level (Helpdesk) and second level (USM) support to the ABAC and SUMMA user communities across the EU landscape. In this context, we prioritise and organise the issues and the incidents assigned to development teams, providing detailed analysis and taking preliminary steps for their resolution.
- Ensures the management and attribution of operational roles and responsibilities to financial actors executing tasks in ABAC or SUMMA.
- Coordinates the deployment of ABAC to new EU entities and manages the corresponding Service Level Agreements with entities using ABAC or SUMMA.
- Coordinates the delivery of end-users' training and the alignment of course content and support material to ABAC and SUMMA end-users.

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

Unit R.4 of DG BUDGET is seeking to hire one Business Analyst - SUMMA Business Manager.

The Unit is offering an exciting Business Analyst (Administrator) position within the "User Service Management" core team. In this role, you will manage IT activities related to the budget, finance, and accounting processes of European Institutions for over 8,000 users. Your immediate focus will be supporting the transition from ABAC to SUMMA, the new corporate financial IT system based on S/4 HANA for the European Commission and many other EUIBAs for the user community while they take their first steps in SUMMA.

Your responsibilities will span two major domains: organizing the evolutive and corrective maintenance stream for assigned business processes and at the same ensuring operational excellence for the user community. While acting from out of the user community perspective and representing them, your role requires active, continuous engagement with all stakeholders including key users, local coordinators, development teams, service desks, project managers and business process owners through multiple channels. As our team grows and evolves into the new competency centre for SUMMA, you will have the opportunity to deepen your knowledge of financial and accounting business processes within the Commission.

The multi-disciplinary nature of the unit, combined with a strong culture of information and knowledge sharing, will allow you to become an expert in the field and provide numerous future career opportunities. You will work in a dynamic setting with the chance to support and coordinate activities across teams. Further training will be provided to broaden and complete the successful candidate's knowledge. If you are eager to learn, passionate about supporting your team, and excited about contributing to the next generation of the EUs central financial and accounting system based on the market leader, we encourage you to apply for this role.

WE LOOK FOR

We are looking for a Business Analyst - SUMMA Business Manager.

A motivated hands-on colleague who thrives in a fast-paced, expanding, and dynamic environment and is passionate about supporting and coordinating activities across teams. The ideal candidate should have experience with the SUMMA system and the Commission's financial or accounting procedures. Knowledge of the Financial Regulation is advantageous, while experience with SAP would be a significant asset. We seek a motivated colleague who thrives in a fast-paced, expanding, and dynamic environment and is passionate about supporting and coordinating activities across teams.

A flexible yet methodical approach and a keen sense of priorities are essential, as the workload is largely driven from outside the unit. Strong interpersonal skills, empathy, and a team spirit are crucial for successful collaboration. Effective communication skills in English and/or French are required.



The ideal candidate has:

- A tertiary degree of at least 3 years, ideally in IT, Finance, or Economics;
- At least 3 years of appropriate professional experience;
- Domain specific knowledge finance, accounting, budget and procurement;
- Domain specific knowledge in IT, ideally in rollout projects / operations for ERP systems such as SAP;
- Further specialization / experience in S/4 HANA, SAP FI/FM, SAP SD/MM, SAP ILM are an asset;
- Certifications in IT Project/Service Management and/or Accounting/Finance are 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 BUDG-MAILBOX-R04@ec.europa.eu indicating the selection reference BUDG/COM/2024/2542 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 a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 AD.**

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.