



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 – Business Analysis assistance in DG BUDG of the European Commission

Job title: Budget Assistant

Domain: Budget, Finance and Contracts

Where: Unit BUDG.D4 – “Financial Reporting and Data Management”, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 17.01.2025 - 18.00 (Brussels time)

WE ARE

The Directorate-General for Budget (DG BUDG) is the central service of the European Commission in charge of the management of the EU budget throughout the annual and multiannual cycle; from the preparation of the draft budget and Multiannual Financial Framework to its implementation and the final discharge by the European Parliament. DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different institutions, agencies and Member States, and it plays a key role in promoting sound financial management and a performance culture that focuses on maximizing the results of public expenditure on the ground.

The Unit BUDG.D.4 "Financial Reporting" is the central reporting unit of the DG Budget, responsible for preparing reports required by the Financial Regulation and the Budget Authority, as well as management reports and other ad-hoc reports for internal and external stakeholders. It is also responsible for developing corporate financial reporting tools.

This unit manages the Central ABAC Data Warehouse, provides technical support and guidance for reporting requests, and ensures the quality of data. As the Business Process Owner/Expert for analytics, data migration, budget framework, and master data governance, the unit is currently implementing a new financial system, SUMMA, for the European Commission and other EU bodies. This project, which will continue for several years, will provide a more robust, efficient, and effective financial system.

The financial reporting unit is undergoing a modernisation process, which includes improving data visualisation, supporting data-driven decision making, reinforcing its corporate financial reporting role, and ensuring data quality and governance. This modernisation will result in the unit becoming the centre of competence for financial reporting for the European Commission and its agencies.

Our unit operates on a matrix-based structure and works collaboratively across teams. We are a friendly, dynamic, and supportive team of 23 colleagues located in Brussels.

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

Contribute to the implementation of the SUMMA Master Data Management Strategy

- Collaborate with different DGs and Agencies to understand their financial reporting needs, transforming these needs into specific data requirements, and subsequently analyze and interpret the data to offer insights that facilitate operational and strategic choices.
- Contribute to the timely preparation of SUMMA master data and synergies with migration efforts.
- Supervise the development of new reports and dashboards, as well as supporting the transition of existing reporting solutions to the new central financial system, SUMMA.
- Keep up-to-date the financial business rules to be implemented in SUMMA
- Analyse and provide input for the processes and IT systems optimizations with the impact on financial and budgetary reporting.
- Prepare reports or replies to information requests from the hierarchy and external stakeholders.
- Contribute on the promotion of the single version of the truth and the re-use of standard indicators within and out the Commission.

WE LOOK FOR

- We are looking for a highly motivated candidate with a proven capacity to prioritise and organise work and with a strong sense of responsibility. He/she should be able to work proactively with a sense of initiative and responsibility and be quickly operational. He/she should have excellent written and oral communication skills.
- Experience in Information systems management, accounting, budget, finance, contracts will be an asset
- The candidate should have experience in managing meetings with team members from different units. Excellent written and spoken knowledge of English.

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](#). 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 BUDG-MAILBOX-D04@ec.europa.eu indicating the call for interest reference EC/2024/BUDG/387927 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 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](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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 EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



The selecting unit chooses from the EPSO database³ 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group **[III]**, should register their profile at this [address](#).



2. 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](#), in function group FG III**. General information on Contract Agents can be found at this link.

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](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 years**. 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](#) 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](#).

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.