**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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

**WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

* Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
* Opportunities to try several areas of move between different policy your career
* A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
* A competitive financial package, including comprehensive healthcare, accident and pension schemes
* A multilingual, multicultural workplace where personal and career development are strongly promoted
* Multilingual schools for your children

**We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden[[1]](#footnote-1). Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

**STAFF RECRUITED ON CONTRACTS**

In addition to permanent officials, the European Commission offers non-permanent positions. 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 Agent (FGII)**

**in DG Translation of the European Commission**

**Job title: Financial Agent – Financial, Administrative and Technical Support**

**Domain: Budget, Finance and Contracts**

**Where**: Unit DGT.T.1 - „(IT services)“, Brussels

**Function Group**: FG II

**Contract Type**: 3b

**Express your interest until**: 02.07.2025 - 12.00 noon (Brussels time)

**WE ARE**

The Directorate-General for Translation (DGT) is the European Commission's language service, the largest public translation service globally, playing a vital role in the EU's multilingualism policy. We help bring the Union’s policies closer to its citizens. Our Technology Directorate (DIR.T) fosters a cutting-edge IT environment and spearheads innovation, including in AI, to keep DGT at the forefront of digital transformation.

Unit T.1, within DIR.T, is crucial in supporting all users, enabling DGT to deliver high-quality translations and language services. We develop and maintain information systems for DGT's enterprise architecture and business processes and manage software acquisition. Our unit actively implements the Commission’s Digital and Data Strategies. Based in Brussels with team members also in Luxembourg, Unit T.1 values a supportive and collaborative atmosphere where the human aspect is central to our success. You will be joining a team led by a Head of Unit, supported by three Heads of Sector.

**WE PROPOSE**

We offer a challenging and rewarding position as a Financial Agent (Contract Agent FGII) within our dynamic Unit T.1. You will play a key role in the financial and administrative backbone of our unit.

Your main responsibilities will include:

* Providing contractual and administrative support for budget and finance.
* Initiating financial commitments, invoices, and payments using the Commission's corporate financial systems, ABAC and SUMMA.
* Managing DGT files in relevant applications (ABAC, SUMMA, ARES).
* Handling functional mailboxes and documents related to financial and legal commitments (e.g., purchase orders, VAT forms).
* Overseeing incoming invoices and liaising with external service providers and the financial unit.
* Ensuring all financial transactions comply with the Financial Regulation and internal budgetary rules.
* Preparing administrative documents, briefing files, and maintaining electronic and physical financial records.
* Supporting meeting management.

**WE LOOK FOR**

We are seeking a meticulous and proactive Financial Agent with a strong sense of teamwork and a keen eye for detail. The ideal candidate will thrive in a collaborative environment where people are our priority.

### Essential qualifications and experience

* At least 1 year of professional experience in BUDGET, FINANCE, CONTRACTS and ACCOUNTING. Experience in AUDIT, CONTROL and INSPECTION, or MISSIONS, MEETINGS and VISITS (incl. Protocol Service) is also relevant.
* Crucial experience in budgetary matters and procurement procedures.
* Proficiency in English (C1 level) and a good command of French (B1 level), as an advantage.
* Demonstrable experience with the European Commission's financial tools ABAC and SUMMA is an advantage.

### Key competences

* Excellent communication and drafting skills.
* Strong financial management skills with an eye for detail and accuracy.
* Ability to identify and solve problems pragmatically.
* Excellent planning and organisational skills, with the ability to prioritise effectively.
* Resilience, perseverance, and an open-minded approach to learning and self-development.
* A collaborative spirit, with the ability to work effectively in a team while maintaining confidentiality.

If you are a dedicated professional passionate about finance and administration within an international and technologically evolving environment, we encourage you to apply.

**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. completed application form.   
   Please send these documents by the publication deadline to [DGT-T-1-SECRETARIAT@ec.europa.eu](mailto:DGT-T-1-SECRETARIAT@ec.europa.eu) indicating the call for interest reference EC/2025/DGT/491007 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[[2]](#footnote-2)
* AND have a satisfactory knowledge (minimum level B2)[[3]](#footnote-3) 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[[4]](#footnote-4) 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 II.** 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 1 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.

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| 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. Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time. [↑](#footnote-ref-1)
2. 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-2)
3. 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-3)
4. Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-4)