



## **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<sup>1</sup>. 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\*\*](#) 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](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



## **Accounting Officer in DG BUDG of the European Commission**

**Job title:** Accounting Officer

**Domain:** Economics, Finance and Statistics

**Where:** Unit F3 - „Accounting and reporting - Back office “, Luxembourg

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 18/07/2025 - 12.00 (noon, Luxembourg time)

### **WE ARE**

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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 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.

Unit F.3, based in Luxembourg, acts as a back office for the debt issuance and lending of proceeds for the Union's financial assistance programmes such as NextGenerationEU, Macro-Financial Assistance etc., as well as for the asset management activities of the Commission. This includes the accounting for the different operational programmes and financial guarantees given as well as operational back-office tasks relating to settlement, payment processing and reconciliation of transactions.

DG BUDG is committed to offer equal opportunities, foster a rich, diverse and equal and inclusive working environment.

### **WE PROPOSE**

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There is currently an open contract agent vacancy in unit BUDG.F.3 within the accounting sector.

We propose an interesting position as a member of the accounting sector of the unit where the candidate will be responsible for the accounting of the financial guarantee given for the European Fund for Strategic Investments (EFSI) as well as for the InvestEU guarantee and lead the preparation of the respective year-end financial statement entries.

The candidate would serve as first contact point of the unit with regard to these and future guarantee programmes, which includes support and review of internal reports in collaboration with other units and directorates.

The candidate will also participate in negotiating new financial guarantee contracts and ensure appropriate accounting and reporting requirements are implemented. He/she ensures accounting quality in relation to the accounting activities of the unit, be responsible for the accounting



principles and policies within the unit in relation to the accounting of financial guarantees, liaises with the central accounting unit of the Commission and with risk management and ensures that accounting activities are in line with the accounting framework of the EU institutions and bodies.

The position offers the possibility to follow developments on relevant IPSAS/IFRS. Lastly, the candidate will contribute to the reporting on financial instruments of the Commission. The successful candidate will also act as back-up for the accounting for the NextGenerationEU and SAFE programmes and support the preparation of the respective monthly and year-end financial statements. Contribute to the preparation and production of periodic financial reports.

In the role of accounting officer, the candidate may give support also to the production of the annual financial report of the European Financial Stabilisation Mechanism, the Balance of Payments Facility, the Macro-Financial Assistance Facility and the Euratom Loan Facility.

As we have a wide range of responsibilities, motivated persons will be able to take on new and exciting responsibilities and learn a lot about the diverse financial activities of the Union.

**The place of employment will be in Luxembourg.**

## **WE LOOK FOR**

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We look for a versatile, dynamic, open-minded professional with accounting knowledge and experience in the preparation of year-end postings and financial statements. The candidate should possess the technical knowledge and firsthand experience required for performing the accounting tasks related to the financial programmes operated by the Commission. Knowledge of accounting for financial instruments and financial guarantees (IFRS 9, IPSAS 41) is needed. Knowledge of the relevant IFRS and/or IPSAS standards would be an asset.

The selected candidate will, based on his/her professional experience, be involved in projects to further develop the EU's financial market operations and in financial guarantees.

As we are a friendly, dynamic, gender balanced and team oriented operational unit with regular contacts with private and public financial institutions, particularly the EIB, other Commission services and EU Institutions we are looking for a team player with corresponding interpersonal skills.

## **HOW TO EXPRESS YOUR INTEREST?**

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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. completed application form.

Please send these documents by the publication deadline to [BUDG-MAILBOX-F03@ec.europa.eu](mailto:BUDG-MAILBOX-F03@ec.europa.eu) indicating the call for interest reference EC/2025/BUDG/488651 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 education which corresponds to completed university studies of at least three 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.

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> 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<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>2</sup> 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).

<sup>3</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cefr/>).

<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group **IV**, should register their profile at this [address](#).



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.



## **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 **Luxembourg**.

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 IV**. 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.