



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. 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.

For more information ec.europa.eu/work-with-us

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](#)



Financial Assistant

in DG BUDG of the European Commission

Job title: Financial Assistant

Domain: Economics, Finance and Statistics

Where: Unit BUDG C.1.001 „Treasury Management“, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 15/10/2025 - 18.00 (Brussels time)

WE ARE

Unit BUDG.C1 - Treasury Management, is in charge of managing the Commission's treasury, as well as the treasuries of the other entities for which the Accounting Officer of the Commission is responsible, such as the European Development Fund (EDF), the European External Action Service (EEAS), EU Trust Funds and more than 30 EU agencies and bodies.

The Unit receives the EU revenues: Member States contributions, inflows from EU borrowing operations and other specific sources of revenues like ETS auctioning. It assures the short-term liquidity management and payment execution for all payments of the EU budget (more than 2.5 million operations per year). To ensure its capacity of channelling EU payments to all beneficiaries, the Unit maintains strong relationship with multiple banking institutions: MS treasuries, central and commercial banks using the modern banking technologies and infrastructure. The Unit also conducts sophisticated cash forecasting activities bridging the budgetary and accounting dimensions of financial transactions.

Unit BUDG.C1 also contributes to the establishment of policy instruments ensuring that their funding, cash management and payment execution profiles are efficient, fit for purpose and aligned with the EU financial governance. The latest examples include among others Next Generation EU payment execution flows, operational management of the Common Provisioning Fund, RePowerEU, the Innovation Fund or the Social Climate Fund. Thanks to its core role in the EU financial landscape, the Unit offers a unique opportunity to be a part of all major EU policy projects.

The unit has an excellent record of achievements and a very good working atmosphere built by professional and motivated colleagues. We are proud of our culture of accountability and efficiency. The unit comprises thirty-eight staff members and is organised in three sectors.

WE PROPOSE

We propose an interesting position in the "back office" of DG BUDG's payment function and Imprest Accounts section, which comprises some 15 staff working closely together. The selected candidate will be part of a team responsible for the bank reconciliation and payment enquiries. The selected



candidate will work closely with the Head of Sector and Team Leader in the delivery at the sector's objectives.

The cash management and payment processes of the Commission are executed within modern and secure treasury systems and are highly automated. Bank reconciliation and payment enquiries are a key part of such processes with as main objective ensuring the correct and complete execution of each payment transaction. Bank reconciliation is largely performed automatically in ABAC/SUMMA (SAP) while enquiries and exceptions are subject to individual treatment requiring contacts with commercial banks providing services to the EC.

Within the above context, the main tasks performed by the selected candidate will include:

- Controlling through reconciliation a group of European Commission bank accounts and others under responsibility of the EC Accounting Officer, in particular related to payments (commercial accounts).
- Ensuring the analysis of accounts, namely the registration of movements requiring an accounting entry (receipts, returned payments, costs, interests).
- Processing and monitoring returned payments (VRs) and compliance requests (LPs), as well as requests for information concerning payments from banks, beneficiaries and credit managers.
- Contributing to the annual audit exercise (DAS) of commercial banks maintaining accounts for the European Commission, the European Development Fund and the European External Action Service.
- Handling the administrative side of contract and account management (e.g. for account openings, signatory lists etc.).
- Keeping the register for bank account management up to date.

WE LOOK FOR

We look for a dynamic, proactive and well-organized colleague, with a constructive team spirit. The ideal candidate should have an educational and professional background combining the finance and accounting domains. Specific knowledge of ABAC/SAP/S4HANA as well as experience in treasury or banking will be considered as strong assets. A key job requirement is to be at ease and enjoying working with figures (a very good knowledge of Excel is essential). Experience in bank reconciliation would be a distinct advantage.

S/he should have the ability to work autonomously as well as within a team and have very good analytical and problem solving skills.

A sound knowledge of English (written and oral) is required. Knowledge of French would be an asset. Specific training will be organized within the team.

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. completed application form.

Please send these documents by the publication deadline BUDG-MAILBOX-C01@ec.europa.eu indicating the call for interest reference EC/2025/BUDG/GFIII/444695 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?

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

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/cefr/>).

³ Therefore, candidates who did not pass already a CAST on the level Function Group [III], 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 **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.