



## **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 GREAT JOBS AND GREAT WORKING CONDITIONS:**

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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.

For more information [ec.europa.eu/work-with-us](https://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](#)

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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.



# Financial Assistant – Back Office

## DG BUDG of the European Commission

**Selection reference:** BUDG/COM/2025/2033

**Domain:** Economics, Finance and Statistics

**Where:** Unit F.3 Accounting and reporting – Back office, Luxembourg

**Staff category and Function Group:** Temporary agent 2b – Assistant

**Grade range:** AST1-3

**Publication deadline:** 13/10/2025 – 12.00 (Brussels time)

### WE ARE

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The Commission's Directorate-General for Budget (DG BUDG) is the horizontal Commission service in charge of all budgetary matters, making sure the EU has the resources to deliver on its political priorities. In this role, DG BUDG is central to the policy-making process and interacts daily with all Commission services and with the wider financial community. Its main responsibilities include negotiating and implementing the multiannual financial framework (MFF) and the annual budgets, managing the annual budget cycle, overseeing the revenue and expenditure side of the budget, executing all payments, ensuring the respect of financial rules and the protection of the EU's financial interests, supervising the system of controls and reporting on the EU budget. The DG is also in charge of the management of the borrowing and lending operations funded from the capital markets. In addition, DG BUDG is the domain leader for financial management and is in charge of the corporate financial IT system. DG BUDG is structured in 7 Directorates. It has around 500 staff based in Brussels and in Luxembourg.

Directorate BUDG F 'Financial Market Operations and Budgetary Guarantees' plays an increasingly important role at the heart of the EU budget, undertaking all capital market operations that support the financing of key EU policy objectives. This includes issuing bonds to finance NextGenerationEU, as well as financial assistance to Ukraine, neighbourhood and candidate countries. It also includes investment of assets on behalf of the EU budget and overseeing the sound financial management of EU budget guarantees (InvestEU/external action guarantee). Over the past 5 years, the financial operations managed by Directorate BUDG F have grown in size and sophistication. Directorate F comprises 4 units, with a total staff of some 75 persons with the large part of the Directorate's staff and activities based in Luxembourg.

Unit F3 serves as the Back office and accounting unit for the debt issuance and lending of proceeds for the Union's financial assistance programmes and NextGenerationEU as well as for the asset management activities. It works hand-in-hand with the Directorate's Front Offices (for Borrowing/Lending and Asset Management) and with the Middle Office.

Back-Office tasks comprise:

- Operational settlement of debt issuances and subsequently debt service of the borrowing and lending activity managed by Directorate F on behalf of the Commission for Next Generation EU (NGEU), Ukraine facility, the SAFE programme, the European Financial



Stabilisation Mechanism (EFSM), and other programs.

- Disbursement of loans to Member States and non-Member States.
- Processing and settlement monitoring for active liquidity management transaction, in particular repo, reverse repo and money market deposits.
- Management of bank account balances and the execution of payment and settlement instructions related to the asset management activities carried out by Directorate F. These operations cover e.g. the following asset management mandates: the Common Provisioning Fund (CPF), Budget Competition Fines Fund (BUFI), the Joint Sickness Insurance Scheme (JSIS), and the ECSC in liquidation.
- Regular contacts and settlement follow-up activities with the ECB, national Central Banks and other financial institutions (e.g. Clearstream Banking Luxembourg) are a core feature of back-office work.

Work in the back-office relies heavily on the use of IT applications and SUMMA, and the unit also plays a key role in ensuring that the financial operations of directorate F are properly reflected in IT systems and SUMMA.

Unit F3 is a friendly, dynamic, gender balanced and team oriented operational unit. It has regular contacts with private and public financial sectors, other Commission services and EU Institutions, such as the European Court of Auditors and the European Central Bank. We are professionally very committed, enjoy working together and having fun at social events.

## **WE PROPOSE**

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Unit F.3 of DG BUDG is seeking to hire one Financial Assistant – Back Office.

We offer an interesting and fulfilling position in a friendly and supportive work environment. The jobholder will have her/his office seat in Luxembourg, which offers a good opportunity to get to know the Commission activities in Luxembourg and the financial sector and its regulatory environment.

The main regular tasks are:

- Post-trade processing, validation, reconciliation against counterparty confirmations and settlement monitoring of asset management trades.
- Management and control of cash and security accounts.
- Monitor account management and payments: monitoring and cover of nostro accounts, execution of payments in asset management and borrowing and lending areas.
- SWIFT operations, creation, modification, verification of: payment messages, confirmations, security settlement messages, free format messages.
- Executing payments and sending SWIFT instructions in the context of the repurchase and reverse repurchase transaction facility and for money market deposits.
- Maintenance and control of static data in the dedicated IT management systems (Bloomberg AIM and SUMMA).
- Input borrowings and loan data into dedicated IT management system: prepare confirmation letters for beneficiaries of loans and request and follow-up budgetary coverage for operations with third countries.
- Monitoring of matched transactions and follow-up with primary dealer in the context of EU bond/bill issuances.



- Maintain contacts with key persons in the external service providers (banks, SWIFT, clearing).
- Drafting of flowcharts and manuals in relation to back-office activities.
- Project work in the context of the development of the funding activities of the Union.
- Supporting colleagues in executing their daily tasks (borrowing, lending and asset management operations).

The successful candidate will also support monitoring the evolution of market practices and of applicable rules and regulations and support the implementation of the necessary changes to internal processes.]

## **WE LOOK FOR**

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We are looking for a versatile, dynamic, open-minded team player preferably with proven hands-on experience in back-office functions in financial institutions. The candidate should possess the technical knowledge and experience required for performing the set of regular back-office tasks accurately and independently.

S/he should be able to organise work with a view to meet daily deadlines for settlements and payments and have the flexibility required to ensure operational continuity in the back-office team. In case of cash or position differences and settlement disputes, s/he is expected to discuss and clarify the issue with the counterparty involved. For this reason, a good knowledge of market practices and conventions in the financial markets would be an asset.

Knowledge of standard financial IT applications (SAP, Bloomberg, Bloomberg AIM, SWIFT) would be an advantage, although training will be provided where necessary.

Furthermore, the successful candidate should possess the interpersonal skills necessary to build successful relationships with other services and institutions in case of larger projects and follow-up activities.

A very good command of English (written and oral) is important.

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

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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 selection reference BUDG/COM/2025/2033 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 for this position, you must have at least

- a level of post-secondary education attested by a diploma, or
- 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. 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 EU<sup>2</sup>
- 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.

#### ➤ What about the selection steps?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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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).



In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority<sup>3</sup>. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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 another 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 **Luxembourg**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function groups AD, AST or AST/SC.**

### **➤ Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement. The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

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<sup>3</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be up to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) 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.