



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 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 Sweden¹. 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](#)

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



Financial Officer – Back-office

in DG BUDG of the European Commission

Job title: Financial Officer

Domain: Economics, Finance and Statistics

Where: Unit BUDG.F.3 – „Accounting and reporting – Back office“, Luxembourg

Function Group: FG IV

Contract Type: 3b

Express your interest until: **02.02.2026 – 12.00** (noon, Brussels time)

WE ARE

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 oversees the corporate financial IT system. DG BUDG is structured in 7 Directorates. It has around 500 staff based in Brussels and in Luxembourg. DG BUDG is committed to offer equal opportunities, foster a rich, diverse and inclusive working environment.

Direktorat 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 F.3 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. 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. Unit works closely with the Directorate's Front Offices (for Borrowing/Lending and Asset Management) and with the Middle Office.



WE PROPOSE

We offer an interesting and fulfilling position as Back-office Financial Officer 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, as well as 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. Monitoring and follow up of corporate actions in relation to the assets under management.
- Management and control of cash and security accounts.
- 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.
- Execution of payments, production and monitoring of SWIFT messages: creation, modification, verification of payment messages, confirmations, security settlement messages, free format messages.
- Post-trade activities, payments execution and sending SWIFT instructions in the context of the repurchase and reverse repurchase facility and for money market deposits.
- Maintenance and control of static data in the dedicated IT management systems (Bloomberg AIM and SUMMA).
- Maintain contacts with key persons in the external service providers (banks, SWIFT, Central securities depositories).
- 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 and the asset management activities.
- Acting as a back-up for daily tasks of back-office colleagues (borrowing, lending and asset management operations).

Moreover, 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

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.

He/she 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, the candidate 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 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?

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 indicating the call for interest reference **EC/2026/BUDG/350588** 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

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).

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>).



The selecting unit chooses from the EPSO database⁴ 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.

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group IV, 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 **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 1 year**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group IV 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.