



2018-IPR-R9-FGIII-010872

FG III– Financial Assistants

<p>Position for: FGIII- Financial Assistant</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/</p> <p>The current vacancy is within the Financial Services Unit which is part of the Support Services Directorate.</p> <p>The mission of the unit is to steer the implementation of modern, harmonised and streamlined financial business processes, systems and services across the JRC and for the e-procurement project at Commission level. We act as a centre of financial competence coordinating and facilitating best practices in finance and procurement across the JRC by providing training and supporting the financial and operational networks. We provide guidance and administrative support for the JRC's contractual activities. We provide the JRC financial reporting and accounting services.</p> <p>The unit is currently looking for two Financial Assistants who will provide administrative support to a group of scientific units for the management of their contractual activities. The support includes contract preparation and follow up. Financial reporting. Financial transactions in ABAC.</p> <p>Qualifications:</p> <p>Experience of at least 2 years in the financial management of contracts is desirable as well as experience of financial reporting and knowledge of ABAC.</p> <p>C1 level knowledge of English is essential. Knowledge of C1 level of Italian will be considered as an advantage.</p> <p>On-the-job training and specific training on the relevant Commission IT tools will be provided.</p>
<p>Directorate Unit</p>	<p>Support Services Financial Services</p> <p>Further information: https://ec.europa.eu/jrc/</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site Country</p>	<p>Ispra Italy</p>

Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>
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