



2015-IPR-B4-FGIII-4533

FG III Financial Assistant

Position for: FG III Financial Assistant	<p>The open position is in the Joint Research Centre's corporate finance unit which acts as a centre of financial competence supporting the operational activities of the JRC. The unit serves as the JRC's focal point for the preparation of the budget, the efficient and equitable allocation and management of financial resources and the monitoring and timely accounting of financial transactions. Furthermore, guidance and administrative support is provided for the JRC's competitive activities which is the sector recruiting a new staff member.</p> <p>We are looking for a financial assistant to deal with administrative support to the JRC's Institutes for the management of income generating competitive contracts, including all associated accounting operations and detailed financial reporting.</p> <p>Tasks of this position include among others:</p> <ul style="list-style-type: none">• Preparation of forecast of revenue, cost statements and recovery orders in collaboration with our internal and external customers• Support in the preparation of financial evaluation data and detailed financial reporting• Preparation and management of competitive contracts for different JRC institutes <p>We are looking for committed candidates with financial background and a strong command of English who want to be part of a busy and happy team.</p>
Directorate Unit	Directorate B, Resources Budget, Accounting and Competitive activities Unit (B.4) Further information: https://ec.europa.eu/jrc/
Indicative duration	12 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy

Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff or must have applied for COM/2/2013/GFIII via EU CV Online database.ⁱ</p> <p>Auxiliary contract staff: http://ec.europa.eu/dgs/jrc/index.cfm?id=3730</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p> <p><i>Please note that applications which have not been updated for 6 months will be deactivated from EU CV Online. Before applying for this vacancy check that your application for COM/2/2013/GFIII is still valid in the database otherwise you might not be considered eligible for this position.</i></p>
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ⁱ http://ec.europa.eu/civil_service/job/cvonline/index_en.htm