



**2022-IPR-R9-FGIII-020250**

**FG III - Financial Assistant**

**POSITION FOR:**

Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

**WE ARE:**

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

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/>

The current vacancy is within the Support Services Directorate of DG JRC and namely in the Financial Services Unit. The Support Services Directorate of DG JRC ensures the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. Its mission is also to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.

The Financial Services Unit's mission is to steer the implementation of modern, harmonised and streamlined financial business processes, systems and services across DG JRC and for the eProcurement programme at Commission level.

**WE PROPOSE:**

The Financial Services unit of the JRC has a vacancy of a Financial Assistant job whose tasks consist in providing contract management support to the allocated scientific units of the JRC from contract negotiation to preparation of contracts and associated documents, management of all financial transactions related to the contracts and update of contract information in the relevant financial systems.

This administrative and financial support refers to the activities of competitive nature conducted by the JRC on behalf of other EU bodies and third parties.

**WE LOOK FOR:**

The unit is looking for a motivated colleague to join a small team of financial assistants. The chosen candidate will have a previous experience of at least 2 years in budget and financial related matters, will be fluent in English (C1 level) and will have some knowledge of contract management and financial and budgetary rules and procedures.

**INDICATIVE CONTRACT'S DURATION:**

36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**

Ispra (IT)

**ELIGIBILITY CRITERIA:**

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

**RECRUITMENT POLICY:**

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.