



VACANCY NOTICE – 2023-KRU-R7-FGII-022558

Job Title: *Finance and Contracts Agent - Payments and Accountancy*

Type of contract	Member of the European Commission's contract staff, Function Group II (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Payments and Accountancy
Place of employment	Karlsruhe (DE)
Indicative basic salary	2365,82 - 2676,85 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions

WE ARE

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is with the Support Services Karlsruhe Unit of the Support Services Directorate. The unit's mission is to support and coordinate the implementation of the resource management functions on the JRC Karlsruhe Site in a client responsive manner and in compliance with all applicable rules and regulations. Thus acting as a focus of resource management support to the Directorate of this Site.

This position is within the financial services group. It covers the lifecycle of all invoices, from registration to payment and corrective bookings, plus the function as an Operating Initiating Agent (to effectuate payments and reconcile accounts) and Financial Verifying Agent (for commitments, invoices, forecasts and recovery orders). The candidate will work in close contact with scientific and technical responsible persons of the JRC Karlsruhe and external contractors and service providers.

We OFFER

- a manifold and versatile job in the field of finances, procurement and contract management.
- an opportunity to support scientific work at the JRC Karlsruhe site with respect to the needs for goods and services.
- a family-friendly working environment, allowing also online collaboration within a highly dynamic and multi-cultural team.

WE PROPOSE

The jobholder will process incoming invoices from registration and payment to archiving, including proper and timely accounting of the financial transactions.



WE LOOK FOR

We are looking for a Financial Agent – Payments and Accountancy. He/she shall have job-related experience of at least 1 year. Experience in other domains relevant to the functions and tasks mentioned in the job description is desirable. Good interpersonal and communication skills are essential. Furthermore, the tasks require a good capacity to deal with all procedural, administrative and financial issues. The candidate will be part of a team, should be able to work independently and maintain a high standard of quality and accuracy.

A good level (B2) of written and spoken German and English is essential.

HOW TO APPLY

If you are **already on a valid CAST FG II reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for the following:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](#) (CAST Permanent FG II), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or

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