



VACANCY NOTICE – 2023-IPR-R8-FGII-022698

Financial Agent – Secretarial Support

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	Financial Management and Administration
Place of employment	Ispra (IT)
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 Budget Execution Unit in Ispra which is part of the Support Services Directorate.

The Directorate's mission is to ensure efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. We also 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. We also ensure that JRC sites act as a good neighbour to their respective communities at large.

The mission of the Budget Execution Unit is to support and coordinate the execution of the Ispra and Brussels budget in close collaboration with the operational services, managing efficiently expenditure activities in compliance with all the applicable rules and regulations. We also provide logistic and administrative support to colleagues in Brussels.

WE PROPOSE

We are proposing an interesting and diverse position as Financial Agent – Secretarial Support within a team located in Ispra. The main tasks related to this job are twofold:

- 1) Operational and administrative support:
 - Personnel administration: holidays, leaves and timesheets, arrivals and departures of colleagues, updates of the organisational chart;
 - Operational support: organisation of missions and meetings, management of access to IT systems, document management and correspondence (ARES, Outlook);
 - Management of the unit intranet site.



2) Financial initiation:

- Management of orders and payments: payments, preparation of orders, contracts, contract renewals and amendments, creation of financial commitments;
- Advise and support to client units;
- Document and file management.

You can expect to spend approximately half of the working time providing secretarial support to the unit, in particular to Ispra colleagues and the remainder of the working time processing financial transactions as a financial agent (FIA).

On-the-job and specific training will be provided according to the needs: in relation to finance and the related IT tools and/or document management, personnel administration and other IT tools.

WE LOOK FOR

Candidates with two years of experience either as:

administrative assistant who would like to gradually build financial knowledge and experience; or

financial agent who would like to diversify their role and be in a more direct daily contact, supporting the colleagues.

Candidates are expected to have good interpersonal skills and be able to organise the work in a structured way. We look for a good communicator, enjoying interactions with colleagues across the organization and at all levels and being able to prioritize tasks and to multitask.

Candidates must be able to communicate in English (B2) in a professional context. Knowledge of Italian would be an asset. However, learning opportunities and support to learn Italian after joining the unit can be offered.

Knowledge of standard IT tools (Outlook, Word and Excel) is needed.

HOW TO APPLY

If you are **already on a valid CAST FG II reserve list**, or you **have already applied to one of the calls 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 [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).

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.