



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL for BUDGET

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## Accounting Officer

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### **Important Information:**

*Potential applicants must be registered in one of the relevant calls for expression of interest for Contract Agents (CAST Permanent) corresponding to the Function Group of the position.*

*For more information, please consult the website of the [EPSO \(European Personnel Selection Office\)](#).*

*Pre-selected applicants who have not passed the relevant EPSO selection procedure (CAST Permanent) would be invited to do so.*

**Vacancy:** Contract Agent (3b) Function Group IV

**Where:** BUDG.E.2, Luxembourg

Job number: 350588

**Publication:** from 06/09/2023 to 20/09/2023

### **We are:**

The Directorate-General for Budget (DG BUDG) is the central service of the European Commission in charge of the management of the EU budget throughout the annual and multiannual cycle, from the preparation of the draft budget and Multiannual Financial Framework to its implementation and final discharge by the European Parliament.

DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different Institutions, agencies and Member states, and it plays a key role in promoting sound financial management and a performance culture that focuses on maximizing the results of public expenditure on the ground.

Unit E.2, based in Luxembourg, acts as a back office for the debt issuance and lending of proceeds for the Union's financial assistance programmes such as NextGenerationEU, Macro-Financial Assistance etc. as well as for the asset management activities of the Commission.

This includes the accounting for the different operational programmes and financial guarantees given as well as operational back-office tasks relating to settlement, payment processing and reconciliation of transactions.

**We propose:**

There is currently an open contract agent vacancy in unit BUDG.E.2 in the accounting sector.

We propose an interesting position as a member of the accounting sector of the unit where the candidate will be responsible for the accounting of the financial guarantee given for the European Fund for Strategic Investments (EFSI) as well as for the InvestEU guarantee and lead the preparation of the respective year-end financial statement entries.

The candidate would serve as first contact point of the unit with regard to these and future guarantee programmes, which includes support and review of internal reports in collaboration with other units and directorates.

The candidate will also participate in negotiating new financial guarantee contracts and ensure appropriate accounting and reporting requirements are implemented. He/she ensures accounting quality in relation to the accounting activities of the unit, be responsible for the accounting principles and policies within the unit in relation to the accounting of financial guarantees, liaises with the central accounting unit of the Commission and with risk management and ensures that accounting activities are in line with the accounting framework of the EU institutions and bodies.

The position offers the possibility to follow developments on relevant IPSAS/IFRS. Lastly, the candidate will contribute to the reporting on financial instruments of the Commission.

As we have a wide range of responsibilities, motivated persons will be able to take on new and exciting responsibilities and learn a lot about the diverse financial activities of the Union. In case of interest the candidate will be able to contribute to the set-up of a repurchase transaction facility of the Commission.

**The place of employment will be in Luxembourg.****We look for:**

We look for a versatile, dynamic, open-minded professional with accounting knowledge and experience in the preparation of year-end postings and financial statements preparation. The candidate should possess the technical knowledge and first experience required for performing the accounting tasks related to the financial programmes operated by the Commission. In particular knowledge in the accounting for financial instruments and financial guarantees (IFRS 9, IPSAS 41) is needed. Knowledge of the relevant IFRS and/or IPSAS standards would be an asset.

The selected candidate will, based on his/her professional experience, be involved in projects to further develop the EU's financial market operations and in the area of financial guarantees.

As we are a friendly, dynamic, gender balanced and team oriented operational unit with regular contacts with private and public financial institutions, in particular the EIB, other Commission services and EU Institutions we are looking for a team player with corresponding interpersonal skills.

## Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

### General conditions:

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

- Be a national of a Member State of the European Union (EU) and enjoy his or her full rights as a citizen.
- Have fulfilled any obligations imposed by applicable laws concerning military service.
- Be physically fit to perform the duties linked to the post.
- Produce the appropriate character references as to suitability for the performance of the duties.
- Languages: Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties.
- Qualifications: Completed university studies of at least three years attested by a diploma.

### Specific conditions - Languages

The main working language of the Unit is English.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

For details on language levels, please see the [Common European Framework of Reference for Languages](#)

### Specific conditions - qualifications & professional experience

- A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in the field of accounting, business administration; audit, economics or other relevant field.
- At least one year of professional experience in the field of accounting.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

## How to apply

The interested candidates should send their CV and motivation letter respecting the deadline of the vacancy to the following email address: [HR-LUX-CONTRACT-AGENTS@ec.europa.eu](mailto:HR-LUX-CONTRACT-AGENTS@ec.europa.eu)

Please mention in the subject of your application the title of the job: “**Accounting Officer – JD 350588**”.

Due to the large volume of applications received, only candidates selected for the interview will be notified.

## Selection procedure

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will have to succeed in [an EPSO CAST exam](#) relevant to the function group.

The request to sit the [EPSO CAST exam](#) does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed in the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

The working conditions of contract staff are governed by the Staff Regulations of Officials and the Conditions of Employment of Other Servants, as described in chapter IV, p. 215 of the following document:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

Contract agents carry out tasks under the supervision of officials or temporary staff members. Further details concerning the nature of tasks and type of duties can be found [here](#).

### **Equal opportunities**

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

### **Data Protection**

Candidates who applied for a vacant post but were not selected, will have their CVs stored in the HR database for a period of 12 (twelve) months in case other vacancy opportunities open in the future. This processing falls under the headhunting policy of DG HR and is covered by DP record DPR-EC-14128.

For information related to Data Protection, please see the Specific Privacy Statement in the Annex.

## ANNEX

### PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about the processing and the protection of your personal data**

**Processing operation:** Selection procedure for Contract Agents in Luxembourg

**Data Controller:** Unit HR.E.3 - HR for Luxembourg

**Record reference:** DPR-EC-02054

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## **1. Introduction**

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "Selection of Contract Agents in Luxembourg" undertaken by HR.E.3, in coordination with the Commission unit and HR Correspondent concerned, is presented below.

## **2. Why and how do we process your data?**

Purpose of the processing operation: HR.E.3 collects and uses your personal information to organise and manage the selection process of candidate from the various databases, such as the CAST database or EU CV online, for the recruitment of a contract agent 3a or 3b in Luxembourg in accordance with Article 82 of the Conditions of Employment of Other Servants (CEOS) and ensure that the most suitable candidate is selected for the available position.

Whenever a contract agent position is available at the Commission in Luxembourg, it can be filled by:

- transfer of an internal candidate (already a contract agent at the Commission) or,
- a new recruitment.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the job. It is also used to assess the suitability of the candidate for the job. Certain data (concerning professional experience and training) is used for a comparative analysis between the candidates.

Data of the selected candidate (first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant eSire module (i.e. "AC recruitment request") for the purposes of processing the recruitment in a second step. Some of the administrative data of the selected candidate is then also used in the "career" module of Sysper. These data processing is covered by record DPR-EC-02057 for recruitment.

Your personal data will not be used for an automated decision-making including profiling. The data submitted may be used for extraction of anonymised statistics (for example: average number of candidates for certain advertised functions), which may serve for analysis and forward planning in the area of Human Resources Management in the Commission.

## **3. On what legal grounds are we processing your personal data?**

We process your personal data, because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(a) of Regulation (EU) 2018/1725).

The provision of personal data is mandatory to implement the provisions of Articles 3a, 3b and Title IV of the CEOS, namely, to engage contract staff, that is staff not assigned to a post included in the list of posts appended to the

section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

#### **Legal basis**

- Articles 3a, 3b and Title IV of the Conditions of Employment of Other Servants of the European Union (CEOS)
- Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

#### **4. Which personal data do we collect and further process?**

In order to carry out the processing operation, HR.E.3 – HR for Luxembourg collects and processes the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s) currently used, family name(s) at birth, nationality or nationalities if relevant, place of birth, date of birth, address and contact details, civil status.
- Data concerning qualifications and professional experience: knowledge of languages, motivational letter, CV.
- Number and validity date of identification document, copy of identification document, email address, diplomas, work experience related document.
- Conflict of Interest form.
- Other administrative data: if applicable, personnel ID, Function Group, type of post of the person, budgetary coverage of former post, competition application number.

Normally, no special categories of data falling under Article 10 of Regulation (EU) 2018/1725 is processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel.

If you do not provide your personal data, your application will not be taken into consideration because of lack of required information.

#### **5. How long do we keep your data?**

The data controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- The electronic and paper version of the applications received by the panel members and other documents, or emails received by the selection panel members, will be destroyed by them after the conclusion of interviews.
- Data in electronic format in the Outlook inbox, ARES and folders of HR.E.3 and concerned HR Correspondents and units, as well as on the protected shared drives of these services, are stored for 2 years after the closure<sup>1</sup> of the selection process or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered, in line with the 'Common Commission-Level Retention List for European Commission Files - third revision', SEC(2022)400.
- The results of the selection panel of selected candidates eligible to be recruited under Article 3a of the CEOS (application documents, CV and supporting documents, as well as the evaluation grids of all selected

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<sup>1</sup> A selection procedure is closed in one of the following ways: (i) a person was selected and the follow-up procedure (effective recruitment or mobility) was finalised; (ii) or a decision was taken not to select anyone and either republish the post or take other measures.

candidates together with the selection report) are kept for a maximum of 10 years (corresponding to a maximum of 5 years for the initial contract and a maximum of 5 years for its extension in accordance with article 85 of the CEOS). These data are kept until a permanent contract is obtained if they are necessary for the establishment of such a contract pursuant to Commission Decision C(2017) 6760 of 16.10.2017 on general implementing provisions for Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff engaged by the Commission under Articles 3a and 3 b of the said scheme.

## **6. How do we protect and safeguard your data?**

Appropriate organisational and technical measures are ensured according to Article 33 of Regulation (EU) 2018/1725.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a User ID/Password. Physical copies of personal data are stored in a properly secured manner.

## **7. Who has access to your data and to whom is it disclosed?**

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your online application for a vacancy will be accessible to: the hierarchical superior in charge of the entity where the position is available (Head of Unit, Director, Director-General), the HR Correspondent of the DG concerned by the vacancy and Unit HR.E.3 – HR for Luxembourg.

In addition, selection panel members will be given access to your application in electronic and/or paper format. The selection panel is composed by a chairperson who is not from the entity where the contract agent will perform his or her duties, a member of that entity, a member of the human resources unit (or equivalent) and a person appointed by the Staff Committee.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.



You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.E.3 ([HR-LUX@ec.europa.eu](mailto:HR-LUX@ec.europa.eu))

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing operation has been included in the DPO's public register with the following Record reference **DPR-EC-02054**.