



EUROJUST

European Union Agency for Criminal Justice Cooperation

P.O. Box 16183 – 2500 BD The Hague • The Netherlands

VACANCY NOTICE

Reference: 25/EJ/04

Financial Assistant FG III

Deadline for applications:	14/07/2025 at 11:59:59 CET
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Contract Agent FG III Up to three years, with possibility of renewal
Security clearance level:	EU Confidential
Monthly basic salary:	€ 3374.39

About Eurojust

Eurojust is the European Union Agency for Criminal Justice Cooperation. Through its unique expertise, Eurojust supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious and organised cross-border crime.

Eurojust is facing considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload.

Eurojust seeks to recruit dynamic, flexible, highly qualified staff to support its mission and further enhancement of the digitalisation of justice information systems.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

The position

Eurojust is launching a selection procedure to establish a reserve list for the profile of **Financial Assistant**.

Under the supervision of the relevant Head of Sector, the Financial Assistant will perform budget and financial administration ensuring compliance with the relevant rules, regulations and processes.

Key accountabilities

The Financial Assistant will be performing a number of the following key accountabilities, depending on the exact role and organisational needs:

- Initiate and/or verify transactions in Eurojust's financial and accounting system;
- Monitor and ensure compliance of financial transactions with the Agency's Financial Regulation and other applicable rules and guidelines, including any relevant contracts;
- Provide support to multi-annual planning of budgets and contracts, including supporting in-year forecasting and report preparation;
- Provide information and advice on budget implementation and contract consumption and performance, including quality control checks of incoming requests for purchases to ensure purchases are in line with agreed plans;
- Process mission/travel orders, including follow up on incomplete orders, reimbursement requests and statements of expenses;
- Perform data entry for invoices, missions' statement of expenses, advance payments and recovery orders, including dealing with relevant queries;
- Provide travel advice to Eurojust post-holders and assistance for using the Agency's missions' management system, in accordance with the applicable mission rules;
- Liaise with the external travel agency regarding any ticket-related issues or invoicing;
- Prepare required documentation for audits on Eurojust's budgetary and financial management processes and related transactions;
- Identify and implement quality and/or efficiency improvements in working methods and processes;
- Perform any other duties required by the job, upon line manager's request.

Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹;

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.



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- Be physically fit to perform his/her duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union² and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties.

2. Minimum qualifications and professional experience

A level of post- secondary education attested by a diploma

OR

A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma at least **3 years** of appropriate professional experience.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

If your diploma was issued outside the EU, you must provide a certificate of equivalency from an EU Member State to recruitment@eurojust.europa.eu by the closing date for applications.

If you do not provide this certificate by the closing date, Eurojust will not be able to assess your eligibility. More information is available [here](#).

Selection process

1. Shortlisting

The Selection Board will assess all eligible applications on the basis of the following criteria:

Required experience and knowledge

- Proven professional experience in comparable tasks to those listed under “Key accountabilities” of at least 2 years. In particular, the Selection Board will assess the range of duties covered, the type and level of work done and its relevance to the vacancy;
- Experience using SAP (including ABAC, SUMMA) and/or other financial management databases;

²The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

Advantageous

- Professional qualification (certificate/s or degree/s) related to budget, finance, accounting, business administration or other financial related field;
- Experience working with the EU Financial Regulations;
- Experience with implementing and reporting on grants, contribution agreements and other financial instruments;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The Selection Board will score applications against the above criteria. The academic and professional qualifications, required experience and knowledge considered as requirements or advantageous must be described as precisely as possible in your application.

2. Interview and written test

Following this assessment, the highest-ranking candidates will be invited for an interview and written test, during which the following competencies will be evaluated:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks listed under “Key accountabilities”;
- Ability to work cooperatively in multi-disciplinary teams;
- Strong customer service orientation;
- Strong sense of accountability, with high level of accuracy and attention to detail;
- Adaptability and flexibility with solid planning and organising skills;
- Analytical approach and problem-solving aptitude;
- Proficiency in Microsoft Office applications (such as, Excel and Word);
- Good drafting, reporting and (data) presentation skills, including the capacity to draft budgetary documents in a clear and concise manner;
- Excellent communication and interpersonal skills, including good command of spoken and written English, the working language of Eurojust.

Applicants invited to the interview must be able to provide copies of all the supporting documents concerning their educational qualifications and employment record. Following the (online) interview and written test, the Selection Board will make a proposal to the Administrative Director on the establishment of a reserve list of suitable candidates, which will be valid until the end of the year in which it will be established, plus two more years. Inclusion in the reserve list does not guarantee recruitment.

If you consider yourself to have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the recruitment process (e.g. written test, interview), please indicate any adjustments or arrangements needed to recruitment@eurojust.europa.eu. In light of Eurojust's commitment to equal treatment each request will be assessed on a case-by-case basis.

Submission of applications

You must submit your application through [eRecruitment](#). Eurojust does not accept applications submitted by any other means.

All sections of the application must be completed in English. In order to be considered, applications must be received by 11:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Please consult the [Applicant Guidelines](#) for instructions on completing your application.

Once you have successfully submitted your application online, you will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

Eurojust applies a policy of equal opportunity and non-discrimination¹ and is dedicated to recruit, develop and retain a diverse workforce. Employment at Eurojust is open to nationals of EU Member States. There is no nationality quota system, but Eurojust strives to recruit a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members. To further enhance the diversity of its workforce, we encourage the application of male candidates for this position, as they are currently under-represented.

Information about selection procedures at Eurojust and application guidelines can be found here: <http://www.eurojust.europa.eu/careers/Pages/recruitment-process.aspx>

Request for review and appeal process

If an applicant is found ineligible, or is not invited for an interview, they may submit a request for review to the Selection Board within 10 calendar days of the notification of the decision, quoting the reference number of the vacancy.

Candidates may submit an administrative complaint under Article 90(2) of the Staff Regulations addressed to the Appointing Authority at Eurojust where the rules governing the selection procedure have been infringed. Please note that the Appointing Authority of Eurojust cannot overturn a value judgment made by a Selection Board.

Candidates in a selection procedure may also submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, within 3 months of the date of the notification of the decision or of outcome of the complaint. More details can be found [here](#).

Applicants are reminded that the work of the Selection Board is confidential. It is forbidden for applicants to make direct or indirect contact with the members of the Selection Board, or for anyone to do so on their behalf.

¹ Article 1(d) of [EU Staff Regulations of Officials of the European Union and CEOS](#)



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Contractual conditions

The Administrative Director will appoint the successful applicants a member of the contract staff pursuant to Article 3(a) of the *Conditions of employment of other servants of the European Union*, for a period of **up to three years**. The contract may be renewed.

Contract staff are required to serve a probationary period of **nine** months.

For further information on contractual and working conditions, please refer to the [EU Staff Regulations of Officials of the European Union and CEOS](#).

The required level of security clearance for this post is EU Confidential.

Protection of personal data

Eurojust will ensure that applicants' personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).