



Brussels, 12 June 2025

CONTRACT AGENT¹ - FUNCTION GROUP III FINANCIAL OFFICER

We are looking for a financial officer to support the work of S&D Group secretariat in the European Parliament.

In the Ex-ante and Financial management Unit in the Secretariat of the S&D Group, financial officers process transactions and draw up or gather the necessary documents, including supporting documents. The main duties can vary, but may include the following under the responsibility and supervision of his/her superiors:

1. Financial initiation and/or verification, financial support:
 - Preparation of financial records for ex-ante control;
 - Recording of financial data, drawing up payment and recovery orders in the accounting system (Dynamic365);
 - Preparation, registration and follow-up of purchase orders;
 - Management and processing of the missions of the members of the Secretariat as well as MEPs travelling in the framework of Group activities;
 - Monitoring credit notes and advances;
 - Settlement of transit accounts.
2. Support in the framework of calls for proposals/tenders:
 - Preparation and monitoring of tendering processes.
3. Management of financial information as well as providing support to operational initiators in the processing of financial information and financial reporting.
4. Monitoring the Group's and the national delegations' budget lines:
 - Direct point of contact for National Delegation accountants as well as Secretariat staff involved in financial transactions;
 - Assistance in the preparation of activities with financial implications, technical assistance to National Delegations and secretariat.

¹ Contract agent - *Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union*. Salary range can be consulted here: https://epso.europa.eu/help/faq/2228_en

5. Support for accounting management
6. Support for audit management related tasks, such as clerical support for auditors, filing, etc.
7. Collaboration with the other members of the Unit, for the success of the internal coordination.

The S&D Group insists on the fact that the post of assistant demands availability and flexibility, a methodological approach, discretion, and a capacity for rapid adaptation to varying duties. Candidates must show initiative, both independently and while working in a team, and be able to adapt to a multicultural environment.

Knowledge / skills required

- be a national of one of the Member States of the European Union;
- enjoy full rights as a citizen;
- a level of post-secondary education attested by an officially recognised diploma showing completion of studies;
- professional experience of at least two years in working as financial officer positions or equivalent;
- professional experience of at least two years acquired in functions working in international and multicultural environments is an additional asset.

Languages

- For functional reasons, proficiency in English (C1/C2);
- Knowledge of either French, German or Spanish is an added value (B2);
- Knowledge of other official languages of the European Union will be taken into consideration.

Duration of the contract: 1 year (9-month probation period) starting, as from 1st September 2025. Renewable.

Applications - CV and motivation letter to be sent to: s-d.jobs@europarl.europa.eu Reference: FINANCIAL OFFICER Deadline: Tuesday 24 June 2025, 18:00 (Brussels time)
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