



Are you keen to contribute with your expertise to streamlining and digitising financial procedures and transactions?

Then Cedefop is looking for your application!

## FINANCE AND BUDGET ASSISTANT

Type of contract and grade	Contract Agent 3a <sup>(1)</sup> , FG III
Initial contract duration	5 years (renewable)
Place of employment	Thessaloniki, Greece
Reference	Cedefop/2025/01/CA
Deadline for applications	Tuesday 29 April 2025 - 13:00 Greek time (CET+1)

### 1. Who are we?

Cedefop is the European Union's reference centre for vocational education and training (VET), skills and qualifications. Our mission as an EU agency is to provide research and policy analysis to support the development of European VET policies and to contribute to their implementation. More than ever, skills and VET play a crucial role at the intersection of different policy areas to accompany economic, demographic and social changes, including the digital and green transitions, and to address issues like labour market integration and employability of EU citizens. This is where we are committed and dedicated to providing pan-European expertise, services and tools that make a difference.

To learn more about Cedefop's work, please visit [Cedefop's website](#), and [Cedefop's Programming Document](#).

### 2. Is this job for you?

If you are specialised in finance and/or budget matters, excited to engage in a variety of financial and administrative tasks and to develop new skills and knowledge, this job may be the right match for you.

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<sup>(1)</sup> [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

Interagency mobility: successful candidates currently holding a Contract Agent 3(a) contract, may qualify for mobility under the terms of the CEOS and in accordance with the [Cedefop rules](#).

The successful candidate will contribute to the smooth functioning of the financial services of Cedefop and will provide active support in their digitalisation, which includes the deployment of modern IT tools and the simplification of corporate procedures and workflows.

You will report directly to the Head of the Finance and Procurement service, which is part of the Department for Resources and Support. You will work in a dynamic environment, offering learning opportunities and professional growth.

With this vacancy notice, Cedefop aims to fill at least one position. Therefore, a reserve list of suitable candidates will be established and may be used as needs may arise in the coming years.

To learn more about Cedefop organisation, please see [Cedefop's organisational chart](#).

### 3. Key responsibilities of the position

- **Financial transactions:** perform and ensure the legality and regularity of financial transactions (commitments, payments and recovery orders); act as financial initiator and/or verifier, which may include collecting, checking and processing documentation, as well as preparing and following up order forms and purchase orders (simplified forms of contracts).
- **Financial procedures:** contribute to the development and implementation of financial procedures, templates and guidelines and the deployment of IT new tools and processes, e.g. in designing and testing, data migration and user support. Identify ways to improve efficiency of financial processes, suggest and implement changes, thereby contributing to continuous improvement.
- **Budget:** contribute to the planning, monitoring, and reporting of the budget, by e.g. preparing budget statistics and reports with the use of tools or applications (e.g. SAP BusinessObjects BI, Power BI, Excel); support to the preparation of reports for audit purposes.
- **Communication and information provision:** provide information and data to colleagues across the Agency on budgetary and financial matters; draft documents for internal and external communication as may be needed.

### 4. Cedefop as an employer of choice

We offer a vibrant multicultural work environment with project- and team-based approach.

Our actions are inspired by our core values:

- **proactive and responsive:** we deliver relevant, high-quality and timely evidence, expertise and tools, addressing our stakeholders' and users' needs, building inclusive partnerships, cooperating with other key players to tap synergies and avoid duplication and proactively supporting EU policy objectives.
- **well-run and ambitious:** we are an efficient and compliant Agency that is committed to transparency, scientifically sound research and analysis and the highest standards of ethics and integrity. We empower and engage our staff and continuously improve our processes.

- **open-minded and adaptable:** we develop new ideas, embrace change and innovation, and view European Union values founded on human dignity, freedom, democracy, equality, the rule of law and respect for human rights as fundamental in all our activities.

We are committed to equality and diversity, providing equal opportunities to all employees and applicants. To attract diverse talent pool, we welcome applications from all qualified candidates, without any distinction on any grounds and from the broadest possible geographical basis amongst the EU Member States and EEA countries.

We place high importance on the professional development of our staff and offer diverse learning opportunities in-house and externally.

We value the well-being and work-life balance of our staff and offer flexible working arrangements, hybrid working and part-time working possibilities.

To learn more about Cedefop's working conditions, refer to the dedicated [guide](#). The salary grid is available [here](#).

## 5. Eligibility

Based on the requirements of the regulatory framework, for your application to be considered eligible, you must fulfil all the following requirements on the closing date for applications:

**Nationality:** Be a national of one of the Member States of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway) <sup>(2)</sup>.

**Citizen rights:** Enjoy full rights as a citizen.

**Military service:** Have fulfilled any legal obligations concerning military service.

**Physical fitness:** Be physically fit to perform the duties relating to the post <sup>(3)</sup>.

**Education and professional experience:** Have a level of post-secondary education attested by a diploma OR have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years.

Only diplomas that have been awarded in EU Member States or EEA countries or that are the subject of equivalence certificates issued by the authorities in the said countries shall be taken into consideration.

**Language skills:** Have a thorough knowledge <sup>(4)</sup> of one EU language <sup>(5)</sup> and a satisfactory knowledge <sup>(6)</sup> of another EU language as required for the performance of the duties.

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<sup>(2)</sup> [Agreement on the European Economic Area](#).

<sup>(3)</sup> Before appointment, the successful candidate must undergo a medical examination.

<sup>(4)</sup> Level C1 in all dimensions as per the CEFR ([Common European Framework of Reference for Languages](#)).

<sup>(5)</sup> By way of derogation from Articles 12(2)(e), 82(3)(e) and 85(3) of the Conditions of Employment of Other Servants of the European Union, the languages referred to in Article 129(1) of the [Agreement](#) shall be considered by Cedefop, in respect of its staff, as languages of the Union referred to in Article 55(1) of the Treaty on European Union.

<sup>(6)</sup> Level B2 in all dimensions as per the CEFR.

## 6. Preselection phase

### 6.1 Exclusion (yes/no) preselection criteria

For your application to be considered further, you must meet the following criteria:

- at least 2 years full-time equivalent experience in the past 5 years in carrying out financial tasks similar to those described in Section 3. *Key responsibilities of the position*;
- experience in the past 5 years in using Enterprise Resource Planning (ERP) systems;
- English <sup>(7)</sup>: level C1 in all dimensions as per the CEFR <sup>(8)</sup>.

Only if your application meets these three *Exclusion* preselection criteria it will be assessed against the scored preselection criteria listed below.

### 6.2 Scored preselection criteria

The scored preselection criteria consist of essential and advantageous criteria against which your application will be assessed.

#### 6.2.1 Essential preselection criteria

If you do not meet the minimum requirements and thus score 0 in any of the essential criteria below, your application will not be considered further.

- at least 2 years full-time equivalent experience in the past 5 years in carrying out financial tasks similar to those described in Section 3. *Key responsibilities of the position, in a public service organisation (at national, EU, or international level), or a private multinational organisation*;
- experience using Microsoft Excel at an advanced level for managing or reporting on financial and budgetary data.

#### 6.2.2 Advantageous preselection criteria

If you do not meet one or more of these criteria, listed in order of priority, this will not lead to your exclusion. If you do meet them, this will positively impact the overall assessment of your application, increasing your chances of being invited to the next stage of the selection process.

- solid experience in using reporting tools to produce financial and budgetary reports and visualisations (e.g. Power BI, ABAC Datawarehouse);
- experience in supporting users during and after migration to new financial tools and systems;
- experience in the application of the EU General Financial Regulation or similar financial frameworks, in a national or international context.

## 7. Assessment process

The selection process will be organised in several stages.

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(7) English is the working language of Cedefop.

(8) See [Common European Framework of Reference](#).

### **7.1. Assessment applications by the selection board**

The assessment of applications will be carried out by a selection board appointed by the Executive Director, based on the information provided in your online application (Section 9. 'How to apply?').

It is important that you **explain explicitly how you meet each preselection criterion** in the respective box of the online application form as the assessment is carried out solely based on the information you provide there.

The applications that meet the eligibility requirements (Section 5) will be assessed against the criteria described in Section 6, using as a reference the description of the role in Sections 3 of this vacancy notice.

Up to 15 eligible candidates, who obtain the highest scores in this phase and at least 50% of the maximum score for the scored preselection criteria, will be invited for a written test.

### **7.2 Written test and interview**

This stage of the selection procedure will allow you to prove your suitability for this post. You will have the opportunity to demonstrate your technical and soft skills relevant for the job, as follows:

- solid understanding of the principle of segregation of duties in financial management;
- ability to use Excel at an advanced level for managing or reporting on financial and budgetary data: managing data sets, using formulas, creating reports, pivot tables and charts;
- excellent planning, organisation and problem-solving skills;
- autonomy, ability to take initiative and propose new solutions;
- service-oriented mindset, resilience and perseverance;
- ability to work and communicate effectively in English.

The written test will be organised remotely (proctoring method) and assessed by the selection board anonymously (i.e. the candidate is assigned a code and the selection board is not aware of the candidates' identity when correcting the written test).

Only candidates who obtain at least 60% of the maximum score for the written test will be invited to take part in an interview with the selection board. The interviews too, will take place remotely.

In the final score the written test will have a weight of 30% and the interview 70%.

## **8. Reserve list of suitable candidates and appointment**

Following the tests and interviews, the selection board will propose candidates to be included in a reserve list of candidates suitable for this post.

In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 60% of the scores for the written test and the interview, respectively.

A second interview may also be organised with candidates placed on this list prior to taking the final decision. The second interview will assess further the suitability of the candidate for the post in view of the main functions and duties it entails.

The job offer to the most suitable candidate(s) will be made only after the necessary supporting documents have been provided by the candidate and Cedefop's HR service has confirmed their completeness.

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

The appointed candidate will undergo a probation period of 9 months.

Candidates on the list may be considered for other recruitment(s) at Cedefop as the need arises in the Agency. However, inclusion in the list does not guarantee recruitment.

This list will be valid until 31/12/2026. The Executive Director may extend the validity of the list. The status of the lists of suitable candidates can be consulted on Cedefop's webpage dedicated to [job opportunities](#).

## 9. How to apply?

Please submit your application in English through the online system by **Tuesday 29 April 2025 - 13:00 Greek time (CET+1)**.

To register and apply, please go to the [Vacancies section on Cedefop's website](#), click on the name of this vacancy notice and follow the instructions.

Supporting documents (diploma(s), work experience certificate(s), etc.) may be requested in the context of the selection phase.

Candidates are strictly forbidden to make any contact relating to this selection procedure with the selection board and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

For useful information for applicants, refer to the dedicated [Guide for applicants](#).

If you have a query, please refer first to the [Frequently Asked Questions](#).

If you cannot find the response that you need there, you may also send an email to [hr-recruitment@cedefop.europa.eu](mailto:hr-recruitment@cedefop.europa.eu).

## 10. Additional information

### Protection of personal data

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018.

More information is available on Cedefop website: [privacy statement](#).

### Cooperation among EU agencies

To promote collaboration among EU agencies, Cedefop may share the reserve list with other Agencies. Prior to sharing, Cedefop will ask for consent from each candidate on the reserve list to share their application. Cedefop will also inform each candidate which agency would receive their data.