



VACANCY NOTICE

INTER-AGENCY MOBILITY

Assistant Accountant

Temporary Agent 2(f)

(Ref. CINEA/IAJM/2026/TA/AST3-5/01)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to boost green growth and clean industry in Europe. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime, fisheries and aquaculture, to the tune of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability.

CINEA closely cooperates with seven Directorates-General of the European Commission (*DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy*) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions and three Missions (Climate adaptation; Oceans, seas and waters; Climate-neutral and smart Cities).
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions..
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.

- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.
- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

Working environment

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

X (Twitter): @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel: <https://www.youtube.com/channel/UCDic9AVxO1PP1SgoKbHMwrA>

Description of the job

The jobholder will be part of the Accounting sector in the Director's Office and will report to the Accounting Officer.

The job holder will be responsible for tasks related to the implementation of accounting in the Agency. The job holder will in particular:

- Contribute to the implementation of the accounting tasks and maintenance of general ledgers, including inventory management, quality of accounting and reporting issues.
- Participate in year-end activities and preparation of the annual accounts.
- Perform periodic control procedures and prepare the reporting on accounting and control activities.
- Manage the treasury tasks, the execution of payments, collection of revenue and recovery of amounts established as being receivable and bank accounts reconciliations.
- Contribute to the collection or preparation of the necessary information for audits.
- Other accounting and financial work in function of the needs of the service.

Qualifications and experience required

A. Eligibility criteria

- Be a Temporary Staff 2(f) who, on the closing date for applications, is employed within their agency in a grade corresponding to the published grade bracket;

- Temporary Staff 2(f) referred here above should have:
 - At least two years of service within their agency before moving;
 - Successfully completed the probationary period provided in Article 14 of CEOS, in the same type of contract.

CINEA staff is not eligible for Inter-agency job market procedures published by CINEA. Any expression of interest of CINEA staff to move to another unit or to change job in the grade must be done via the Permanent Mobility Call.

B. Selection Criteria

Essential:

- Professional experience of at least 3 years in accounting.
- Excellent command of the English language (C1).

Advantageous:

- Post-secondary diploma in accounting and/or finance.
- Additional studies, training or certification in accounting.
- Good knowledge (acquired by experience and/or training) of accounting standards, such as International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).
- Knowledge of relevant financial IT tools - SUMMA (SAP S/4HANA), BI, etc.
- Knowledge (acquired through experience or training/education) of:
 - a. European Commission accounting procedures and terminology used by the Commission Services/Agencies.
 - b. Financial Regulation applicable to the general budget of the Union and its rules of application.
- Professional experience acquired in an international and multicultural environment.
- Good oral and written command of French.

Skills and competencies essential for the post (tested during the written test and interview)

- Knowledge and skills relevant to the duties described in the section ‘Description of the job’.
- Knowledge (acquired through experience or training/education) of the organisation, structure, working procedures and policies of European Commission services and/or Agencies and/or other EU institutions.
- Very good analytical, communication and drafting skills.
- High motivation, dynamic personality, strong aptitude for teamwork and capacity to work autonomously.
- Ability to work under pressure and manage his/her responsibilities within tight deadlines.

The Agency will invite to an interview the best candidates, with a maximum of 10 candidates.

Appointment and conditions of employment

a) CINEA and the selected Temporary Agent 2(f) shall conclude a contract of employment which ensures continuation of their employment and career in the category of Temporary Agents 2(f). That contract shall be concluded without interruption of the contract concluded with the Agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:

- * the same grade and same seniority in the grade as the preceding contract;
- * the same step and same seniority in the step as the preceding contract;

b) The end dates of the contract concluded with CINEA and of the preceding contract shall be the same;

c) The Temporary Agent will not serve a probationary period in CINEA, without prejudice to Article 9(2)b of the CINEA Steering Committee Decision SC(2015)004 of 20 March 2015 on use and engagement of Temporary Agents 2(f)

d) The selected Temporary Agent 2(f) shall take up duty in CINEA in principle three months after the job offer, unless it is otherwise agreed between the two Agencies and the staff member concerned;

e) The Agency of origin shall transfer the personal file to CINEA no later than 30 days after the date of the move;

f) The rights and entitlements inherent to the country of employment (Belgium) will be adapted accordingly.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application procedure

For applications to be valid, candidates must submit:

- submit a detailed curriculum vitae, preferably in EU CV format¹.
- submit a letter of motivation.
- indicate the reference number of the post they are applying as above
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Please note that both the CV and the motivation letter form an essential basis for the pre-selection decision.

Applications have to be sent by e-mail only to the functional mailbox: CINEA-HR-INTERAGENCIES-SELECTIONS@ec.europa.eu

Closing date: Applications must be sent no later than **30th January 2026 at 12:00 (noon)**.

¹ EU CV format available on: <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

In no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly concerning this recruitment. The authority habilitated to conclude contracts reserves itself the right to disqualify any candidate who disregards this instruction.

Selection procedure

Oral test (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of an Assistant Accountant
- Your specialist knowledge in the field
- Your communication, inter-personal and problem-solving skills
- Your general knowledge about the CINEA and related policies

This test will be marked out of 100 (pass mark: 65).

Please note that having successfully passed the interview does not guarantee to get an offer.

Successful candidates will be nevertheless admitted to a list of retained candidates, which will be valid for at least 1 year. Retained candidates might be offered a job.

The Agency may have a second interview with the candidates on the reserve list prior to the recruitment.

Please note that the use of artificial intelligence (AI) or any other external assistance during the interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

A candidate may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address CINEA-HR-INTERAGENCIES-SELECTIONS@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of their application, indicating clearly the decision that they wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-FEEDBACK@ec.europa.eu. Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

1. Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-FEEDBACK@ec.europa.eu. Requests received after the deadline will not be taken into account.

2. Judicial appeals

Candidates may 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.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: https://cinea.ec.europa.eu/about-us/job-opportunities_en