

VACANCY NOTICE V/AD/BFA_ACC/2/2025

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the posts of

Officer in the Financial and Accounting areas (Contract agent post, type 3a, FG III²)

in the following units:

- Budget and Financial Affairs Service
- Accounting Service

The **Officer in the Financial and Accounting areas** will thrive in a university and international setting hosting more than 1000 international scholars and administrative staff with various backgrounds. They will be in charge of specific research administration, financial, budget and accounting management tasks to support the organisation and EUI community.

In their application form, candidates must select the profile they would like to apply to (financial officer, accounting officer or both).

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.



¹ The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

² cf. Annex II

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>

The EUI strives to secure the highest standards in the employment of the staff, with due regard to the importance of reflecting both gender balance and a wide geographical basis, with reference to its contracting states.

Our Units

The [Budget and Financial Affairs Service](#) (BFA) plays a crucial role in ensuring the effective financial management of the EUI, supporting top management in strategic budgetary decisions. It actively contributes to the success of the academic units, enabling them to achieve their institutional goals in teaching and research.

BFA oversees the entire budgetary cycle—from preparing and implementing the annual draft budget to ensuring compliance with financial regulations. It promotes sound financial management by driving simplification initiatives and reinforcing accountability across the Institute.

The BFA supports all administrative and academic units in implementing the budget and, within the limits of its remit, manages the funds of the Institute’s structural budget and those funds derived from external sources. Additionally, it is responsible for calculating and paying salaries, pensions, and financial entitlements for all EUI contract holders.

The [Accounting Service](#) (ACC) provides internal and external stakeholders with qualitative and quantitative financial information used for decision-making processes and for accountability. It keeps, prepares and presents the EUI’s annual accounts in accordance with the financial rules and within the applicable accounting and financial reporting framework. It establishes and validates the accounting systems, and when necessary, validates systems set by the authorizing officers or those used to provide or substantiate financial and accounting information.

The Service is responsible for effective treasury management, ensuring the proper execution of payments, revenue collection, and the recovery of amounts deemed receivable. Additionally, it functions as the Secretariat for the Supervisory Board of the Pension Reserve Fund. By providing transparent reports on the use of financial resources, the Service supports the administration’s broader goals, helping to build trust among external stakeholders in the management of public funds and facilitating the potential to attract additional financial resources.

Your Key Responsibilities

Financial Officer

Reporting to the Team Leader/Head of Sector or Director, the Financial Officers will be in charge of specific financial management and other equivalent technical/executive tasks.

Main tasks may include:

Level of Expertise:

- Acting as a subject matter specialist: knowing trends and best practices in financial management and reporting, specific to the work of the Budget and Financial Affairs (BFA) Service.

Representation/ Communication:

- Representing the service inside and outside the EUI;
- Liaising with internal and external stakeholders regarding financial or pay and remuneration-related issues, including advising on financial matters during negotiations with external stakeholders.

Policy/ Strategy Making:

- Providing support to the Service management by giving insights into the strategy, mission, objectives, and related developments;
- Monitoring and reporting risks associated with BFA activities.

Level of autonomy and accountability:

- Possessing a high level of autonomy; being accountable for their own work;
- Reporting to the Team Leader/Head of Sector or Director.

Finance and procurement responsibility:

- Initiating financial operations: managing incoming commitments requests, invoices, credit notes, purchase orders, recovery orders and various cost claims in the EUI's financial system (SAP);
- Collecting, checking, and processing all documentation required to support the commitment and de-commitment of funds, payment requests, clearings, recovery orders (acceptance requests) and credit operations;
- Checking the eligibility of requests and their compliance with the financial rules to ensure sound financial management;
- Providing general administrative support, including archiving, drafting and formatting of financial documents;
- Providing financial reports by extracting, processing and analysing financial data, performing regular internal control checks.

Budget Management:

- Assisting in the forecast, planning, preparation, implementation, reporting and follow-up of the budget;
- Preparing and verifying budget estimates and/or salary and pension calculations;
- Monitoring the budget of services/academic units;
- Utilizing data analysis techniques to prepare financial reports, identify trends, and support decision-making.

Role in administrative processes:

- Assisting different academic and administrative units in their daily financial coordination and/or the estimation of staff costs;
- Contributing to the digitalization efforts of the BFA Service, by proposing and implementing improvements to enhance efficiency and technology-driven solutions where applicable;
- Assisting with internal and external auditor requests.

Accounting Officer

Reporting to the Team Leader/Head of Sector or Director, the Accounting Officer provides technical and administrative support in the area of accounting and financial reporting by executing operational and control procedures to ensure timely, comprehensive and accurate financial information for the decision-making process and accountability.

Main tasks may include:

Level of Expertise:

- Acting as a subject matter specialist: knowing the trends and best practices in the accounting area.

Representation/ Communication:

- Representing the service inside and outside the EUI;
- Liaising with other units regarding accounting and financial workflows;
- Communicating with external third parties and with staff from other units regarding financial issues to ensure compliance with financial rules and regulations, guidelines and established procedures.

Policy/ Strategy Making:

- Contributing to the drafting of financial and accounting policies to guarantee the operational efficiency of the service;
- Contributing by drafting documents, analysis and briefings to the strategy, the vision, mission and objectives of the service.

Finance and procurement responsibility:

- Performing the delegated tasks and duties according to the instruments of delegation laid down by the Chief Accountant, as foreseen in the EUI's Financial Rules;
- Executing, monitoring and supervising the process of reconciliation of specific accounting operations;

- Contributing to the preparation and presentation of the annual accounts in accordance with the Financial Rules and within the applicable accounting and financial reporting framework;
- Providing accounting information by extracting, processing, and analysing accounting data;
- Preparing and analysing financial reports.

Budget Management:

- Responsible and accountable for budget implementation within the instruments of delegation from the Chief Accountant;
- Ensuring the proper implementation of payments and collection of revenues;
- Ensuring the proper recovery of amounts established as being receivable;
- Managing cash and cash equivalents and monitoring and executing the control procedures;
- Ensuring correct cash flow between the accounts dedicated to the treasury management of specific activities;
- Monitoring the use of the imprest accounts and their reconciliation;
- Analysing and reconciling accounting operations;
- Identifying discrepancies and noncompliance operations and proposing solutions;
- Ensuring the upload in the accounting system of the supporting documents to the operations.

Role in administrative processes:

- Contributing to the EUI's programmes and projects by providing administrative and logistical support and handling various administrative tasks;
- Collecting the requested information for internal and external audit engagements;
- Defining and executing procedures to ensure efficiency and effectiveness in the management of the Legal Entity File (third parties' master data), and in the registration of financial documents received from third parties.

Your Key Competencies

All staff at the EUI share the following **competencies**³:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the **roles** include the following:

- Financial and Procurement Compliance
- Analytical thinking
- Initiative/proactivity
- Reporting skills

³ Cf. [EUI Competency Framework](#)

- Organizational alignment
- Sharing knowledge
- Confidentiality

The competencies mentioned above may be assessed at the written test and/or interview stage.

Candidates are invited to consult the [EUI Competency Framework](#) for a definition of each competence.

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the V/AD/BFA_ACC/2/2025 [online application form](#) available at:
<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 11 May 2025 at 23:59 CEST

Annex I – Eligibility and Selection Criteria

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties ⁴.

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- A level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible. ⁵

2.2 Knowledge of Languages⁶

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- One year of proven professional experience acquired in positions relevant to the job description: financial management, budget management, accounting and financial reporting, or related areas;

⁴ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁵ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

⁶ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

- Proven hands-on experience in the use of financial management tools (ERP systems, preferably SAP) and strong IT skills including proficiency in Microsoft Office, especially Microsoft Excel (e.g., data organization, formulas, and basic reporting);
- Proven experience in analysing and interpreting financial data, financial and budgetary statements, managing datasets, and developing or improving internal templates and tools to enhance efficiency and reporting;
- Excellent communication skills, both spoken and written, in English (CEFR level: C1 or above).

Advantageous

- University degree in Accounting, Finance or related field;
- Proven professional experience in an international environment and/or higher education/academic institutions.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the **"Your key competencies"** section on page 5.