



**EUROPEAN
DATA PROTECTION
SUPERVISOR**

**VACANCY
NOTICE**



The EDPS is looking for a
FINANCIAL ASSISTANT

Vacancy notice n°	21-2024-EDPS-CA-HRBA
Type of post/type of contract	CA (1 year renewable)
Grade/function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	16/09/2024 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- engages constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the Finance Sector, which is part of the Human Resources, Budget and Administration Unit (HRBA). The unit composed of a dynamic and motivated team of 18 people is in charge of a number of horizontal processes aimed to ensure the financial, human and administrative resources and tools for the smooth functioning of the European Data Protection Supervisor. The unit also provides financial, human resources, and administrative support to the Secretariat of the European Data Protection Board (EDPB), which is administratively attached to the EDPS.

As a Financial Assistant, you will act as Financial Initiating Agent and support EDPS and EDPB units with commitments and payments initiation. You will ensure that the internal budgetary and financial procedures are kept updated at all times.

Your main responsibilities will include:

- Assisting in the management and follow-up of expenditure files within the administrative budget of the EDPS;
- Registration of financial documents such as debit notes, invoices etc. in an electronic register;
- Monitoring the budget execution and preparation of budget transfers (liaise with the Budgetary Authority if needed);
- Ensuring that transactions are financially and procedurally correct in conformity with the Financial Regulation and other rules and guidelines, including any relevant contracts procedure;
- Initiate/verify transactions in Speedwell and ABAC for invoices, payments, recovery order, commitments and de-commitments;

You may also be required to carry out additional tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications¹:

- 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 appropriate professional experience of at least three years;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST at the latest by the end of the recruitment process and are therefore encouraged to create a corresponding EPSO profile already with their application.

Selection criteria

A strong technical background and know-how is essential for the position. The ideal candidate is expected to have a proven experience in the majority of the areas managed by the Finance team, especially in budget and financial management. The technical background required is composed of the following essential and advantageous skills and experience:

Essential

- At least 3 years of relevant professional experience in finance or budget;
- Very good knowledge of the EU Financial Regulation and its rules of application to the European institutions;
- Good knowledge of budgetary procedures;
- Experience in using ABAC and/or other financial management databases as initiator/verifier for payments/commitments;
- Excellent command of Excel; Very good computer skills;
- Knowledge of the structure and functioning of the European Union;
- Very good level of written and spoken English, which is the main working language of the EDPS and the EDPB;
- Very good organisational, prioritising and problem-solving skills in a very varied workload; motivated to learn;
- Sense of responsibility and flexibility.

Advantageous

- Knowledge of the accounting field as our team is responsible of performing the accounting quality controls and the accounting closure;
- Experience with financial closure and carry-forward exercise
- Ability to work in a small team and in a dynamic environment;
- Good knowledge of French; knowledge of other official languages would be considered as an advantage;
- Experience with inter-institutional cooperation.
- Knowledge of softwares such as Business Objects, SAP, Speedwell or Bluebell

HOW TO APPLY?

Interested in this position? Please apply via the following link by **16/09/2024 at 12:00 midday (Brussels time)**:

https://ec.europa.eu/eusurvey/runner/Application_form_VN_21_2024_EDPS_CA_HRBA_Financial_Assistant

You will have to **complete the online application form and upload the following documents**:

- Cover letter detailing why you are suitable for this role (PDF format of maximum size of 1MB);
- CV (preferably in Europass format)
- Optional: All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 1MB.

Do not hesitate to contact edps-selections@edps.europa.eu in case you have any questions.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!