

Vacancy Notice

for establishing a reserve list

Accounting Support Officer

Job title:	Accounting Support Officer
Reference number:	EPPO-2025-AD-002
Type of contract:	Temporary staff 2(f), full-time (initial contract of 3 years)
Function group & grade:	AD 5
Salary:	minimum basic monthly salary EUR 5 973,44 and benefits; see further information below
Place of work:	LUXEMBOURG, teleworking modalities available
Closing date:	21st July 2025¹ 23:59 (CEST)

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Accounting Support Officer**.

The EPPO is a new and fast-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

¹ Published on 20th June 2025

1. THE POSITION

Under the supervision of the Principal Accounting Officer, the Accounting Support Officer will perform accounting administration to ensure compliance with relevant rules, regulations, and processes. The Officer will assist the Principal Accounting Officer in managing and maintaining the overall accountancy structures of the European Public Prosecutor's Office (EPPO). This role involves fulfilling duties as assigned by the Financial Rules of the EPPO and ensuring the efficient and high-quality functioning of accountancy. Through these efforts, the Officer will contribute to achieving the objectives of the work programmes and the general objectives of the EPPO.

2. YOUR TASKS AND RESPONSIBILITIES

- Assist in implementing payments, collecting revenue, and recovering amounts established as being receivable;
- Assist in keeping, preparing, and presenting the annual accounts in accordance with the EPPO's Financial Rules;
- Ensure adherence to accounting rules, policies, and guidelines, with a focus on accrual accounting principles;
- Conduct regular financial and accounting reconciliations and controls of underlying financial data to ensure timely corrections;
- Assist in daily asset management;
- Contribute to improving accounting reporting capabilities, automating reports, and implementing efficient working methods, preferably with experience in Power BI or similar tools;
- Assist in gathering necessary information from the Authorizing Officer and delegated Authorizing Officer(s) for producing the accounts that accurately reflect the EPPO's net assets, financial performance, cash position, and budget implementation;
- Participate in financial year transition activities and assist in accounting closure, involving all in-house stakeholders;
- Support the drafting of annual accounts;
- Assist in validating systems that supply accounting information;
- Support audits and follow up on audit recommendations;
- Contribute to drafting process workflows, guidelines, and manuals;
- Provide input for internal/external reporting as required;

- Keep up with relevant IPSAS and EU accounting rules, assessing their impact and implications for the Office;
- Assist in the transition of corporate financial systems from the ABAC Suite to SUMMA (SAP S/4 HANA);
- Perform any other duties as needed.

3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

GENERAL/COMMON REQUIREMENTS²

1. be a national of one of the Member States of the Union and enjoy full rights as a citizen;
2. have fulfilled any obligations imposed by the laws concerning military service;
3. produce the appropriate character references as to the suitability for the performance of your duties³;
4. be physically fit to perform your duties⁴; and
5. produce evidence of a thorough knowledge of one of the official languages of the EU⁵ and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

EXTERNAL APPLICANTS

A level of education which corresponds to:

- a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is **three (3) years**.

² Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS

³ If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

⁴ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

⁵ The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, and Swedish.

INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of filling the post, is engaged within the EPPO in the function group and grade belonging to the grade bracket indicated above (AD 5).
- You are employed in a full-time job⁶.
- You have completed the probationary period successfully.

INTER-AGENCY APPLICANTS

- You are temporary agent 2(f) who, both on the closing date for applications and on the day of filling the vacant post, are employed within your current agency or institution in a grade and function group corresponding to the published function group and grade (AD 5).
- You have at least two (2) years of service within your current agency or institution before moving. Any decision derogating from that principle shall be taken jointly by the two agencies/institution concerned, having regard to the interest of the service of both agencies/institutions.
- You have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

4. SELECTION CRITERIA

The following experience and competencies will be assessed throughout the different phases of the selection procedure.

Please note: All essential criteria are mandatory, meaning that no application will be considered further if a candidate does not fulfil all the essential criteria. Candidates must provide specific examples of how they meet both the essential and advantageous requirements in their application form.

Essential

- a) At least three (3) years of proven professional experience in finance or accounting, specifically in tasks outlined in Section 2 ("Your Tasks and Responsibilities").

⁶ Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full-time post)

- b) Knowledge of EU accounting and financial rules, as well as International Public Sector Accounting Standards (IPSAS).
- c) Excellent knowledge of English, both written and spoken, at least at C1⁷ level.
As English is the working language of the EPPO, it will be used throughout the selection process.

Advantageous:

- a) Proven professional experience directly related to the tasks described in Section 2 in another EU institution, body or agency.
- b) Proficiency in finance and accounting software applications such as, but not limited to, SAP, Business Objects, the European Commission's ABAC tool, or any other ERP system or financial management database.
- c) A formal qualification, specific training or certification in the field of accountancy.
- d) Experience in report automation and data visualisation, particularly with tools like Power BI.

Interpersonal skills:

- a) Demonstrated ability to organise and prioritise tasks effectively, with a strong focus on results and accuracy.
- b) Ability to work collaboratively in a team and remain flexible under pressure, adapting to changes in a fast-paced work environment.
- c) Good analytical and creative problem-solving abilities.
- d) High level of discretion and commitment to maintaining confidentiality.
- e) A strong, service-oriented attitude.

5. YOUR SALARY AND BENEFITS

For external selection

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(f) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, which may be renewed for another

⁷ Cf. Language levels of the Common European Framework of reference:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

period of three (3) years. After the second period, the contract may be renewed for an indefinite period.

Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed on Step 1 or Step 2 of the Function Group AD, Grade 5, depending on the length of the professional experience. The basic monthly salary for Function Group AD, Grade 5 is currently **EUR 5 973,44** (Step 1).

For internal and inter-agency selection

You will be assigned by the Authority Authorised to Conclude Contracts of employment ('Administrative Director') from the reserve list, depending on operational requirements.

For reasons related to EPPO's operational requirements, once you receive the assignment offer, you may be required to confirm the acceptance of the offer in a short time and be available to start the contract at short notice as agreed with your present line manager.

The successful applicant will be assigned to the new post according to the assignment decision without an impact on your current contract (with the amendment to the employment contract, if applicable).

The estimated starting date is **1 November 2025**.

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

The [details](#) of the whole remuneration package are provided in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: <https://www.eppo.europa.eu/how-to-apply>
- 2. Save your completed form as follows:**
SURNAME_Name_Reference number
(Please indicate your application type: external, internal and inter-agency)
- 3. Send the completed EPPO Application form, in PDF format, to our Recruitment team:** EPPO-RECRUITMENT@eppo.europa.eu by **21st July 2025, 23:59 (CEST)**
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number_SURNAME)

Please note that the reserve list will be valid until **31/12/2026**, and might be extended.

Annex to the Vacancy Notice

1. Application procedure

Please refer to the job description under 'Your tasks and responsibilities' for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria – particularly concerning the required types of diplomas and professional experience, as well as their linguistic abilities.
- **Security clearance:** The candidate must either be a holder of a valid security clearance of the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform the job).
- **Language:** All applications must be in English.
- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format. Part-time work experience will be counted in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.
- **Professional experience** (for External selection):

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates should to indicate the percentage of part-time employment.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above shall be taken into consideration as professional experience if official documentation is provided.

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

- **Education** (for External selection):

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

PhDs may be counted as professional experience only if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years, provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

- **Supporting documents:** e.g. certified copies of degrees/diplomas, references, proof of experience, etc. should not be sent at this stage, but must be submitted at a later stage of the procedure upon request of the EPPO.
- **Application deadline:** The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

Please note: Due to the high number of applications received in each selection procedure, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

2. Selection procedure

- **Assessment of application:** The applications are assessed by a Selection Board against the basic eligibility requirements and the selection criteria.
- **Job interviews and written tests:** The most suitable candidates, up to maximum number of 15 (fifteen), are invited for an interview with the Selection Board and for a written test who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications. They may be invited to an assessment centre, as well, if applicable.

The EPPO is committed to providing access to all persons with disabilities and will provide necessary and reasonable accommodations to enable everyone to participate in its selection processes. If you require specific equipment or support, please let us know via email at EPPO-RECRUITMENT@epo.europa.eu.

- **Reserve list:** According to the Article 50 of the decision No 002/2021 of the College of the European Public Prosecutor's Office of 13 January 2021 on the

financial rules applicable to the European Public Prosecutor's Office, the Selection Board proposes a list of adequately skilled candidates to be included on a reserve list (talent pool).

Candidates placed on the reserve list may be considered for a position within either the EPPO or another EU Agency. Inclusion in the reserve list does not guarantee recruitment.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), **the appointed candidate is required to make a declaration of interests** before the recruitment.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to make the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

3. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as 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.

4. Data Protection

Personal data for this purpose are processed and stored by the EPPO in accordance with [Regulation 2018/1725 on the processing of personal data by Union bodies](#). For details on the processing, your rights and how to exercise these, please see [the dedicated data protection notice](#), as also displayed on the same page on which to download the application form for this vacancy. For questions or assistance in or related to this processing or the exercise of your rights, the controller is the EPPO, and for this process coordinated by the Head of Human Resources, who can be contacted by email to EPPO-RECRUITMENT@eppo.europa.eu. You may also contact the Data Protection Officer of the EPPO directly at EPPO-DPO@eppo.europa.eu and/or the European Data Protection Supervisor at edps@edps.europa.eu.

5. Appeals

Candidates, who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the Head of Human Resources, Mr Marc DRESSE
EPPO-2025-AD-002 – Accounting Support Officer
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting them.