

Call for applications

Selection of temporary staff

No AST.2025.05 — Deputy accounting officer

Temporary agent ‘AST 4’— 5-year contract

EUDA

The EUDA is one of the European Union’s decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

Anticipate: We anticipate future drug-related challenges and their consequences.

Alert: We alert in real time on new drug risks and threats to health and security.

Respond: We help the EU and its Member States strengthen their responses to the drug phenomenon.

Learn: We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

Position

The position we are recruiting for is situated within the Directorate and the selected candidate will report to the Executive Director.

The selected candidate will assist the Accounting Officer in their duties and will act as their deputy when the Accounting Officer is out of the office, in accordance with financial regulations.

Main duties

The successful applicant will assist the EUDA Accounting Officer with the following duties and tasks, in accordance with the financial rules and the European accounting rules adopted by the European Commission’s Accounting Officer:

- Implement accounting operations, postings, and reconciliations, ensuring accuracy and compliance.
- Manage the EUDA treasury, including revenue collection, offsetting and ensuring proper financial flows and records.



- Supervise and manage financial and treasury records.
- Prepare cash-flow forecasting in close consultation with the EUDA Budget Officer.
- Follow-up on the asset management process and ensure asset recognition in line with accounting standards and contribute to the development of the asset management processes in the Agency.
- Execute payments, collect revenue and recover amounts established as being receivable.
- Prepare, keep and present the EUDA accounts.
- Validate the EUDA accounting systems and, as required, validate systems laid down by the EUDA Authorising Officer to supply or justify accounting information.
- Recover VAT from the relevant Portuguese authorities.
- Perform periodical reconciliation of banking operations.
- Develop and maintain internal accounting procedures and documentation, ensuring consistency with EU financial regulations.
- Respond to accounting-related queries and coordinate with external auditors, such as the European Court of auditors and the European Commission (DG BUDG, DG HOME), including follow-up on audit recommendations.
- Ensure robust internal control mechanisms, support policy development, and provide training and guidance to staff on accounting procedures and systems.
- Deputise the EUDA Accounting Officer in the case of absence of the latter.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

To perform the duties of the post and ensure effective communication with the actors and stakeholders involved, the main working language required for the position is English.

1. Job requirements

1.1. Eligibility requirements

Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below by the closing date for application.

General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye.
- Have fulfilled any obligations imposed by the laws concerning military service, if applicable.
- Produce the appropriate character references as to their suitability for the performance of the required duties.



- Be physically fit to perform the duties of the post ⁽¹⁾.

Education requirements

- 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.

Professional experience requirements

- Have at least nine years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above.

Language requirements

- Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,
- a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties ⁽²⁾.

1.2. Essential requirements

Introduction

All eligible applications, according to the aforementioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

On the basis of the application

1. At least nine years of proven professional experience in accounting, financial management, or public sector finance management (12 years – see 1.1 above ‘Professional experience requirements’).
2. Proven knowledge of the EU Financial Regulation, EU accounting rules and International Public Sector Accounting Standards (IPSAS).
3. Documented experience working with financial IT systems such as ABAC, SAP, and Business Objects.
4. Proven experience designing and maintaining frameworks that connect business capabilities with IT systems, governance structures, and performance metrics.

⁽¹⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EUDA may be satisfied that they fulfil this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

⁽²⁾ In addition, to be eligible for a first promotion, the staff member shall prove a working knowledge of a third EU language.



5. At least three years of proven experience collaborating with senior leaders, policy owners, and cross-functional teams to co-create strategic and architectural outcomes.
6. Proven experience establishing and managing architecture governance structures, including the use of capability maturity models, architectural standards, and performance metrics to ensure alignment with strategic objectives.

On the basis of the interview

1. Knowledge of the functioning of the European Union and the EUDA in the EU context.
2. Understanding of accounting processes in an EU Agency or public-sector organisation.
3. Ability to interpret and apply financial and accounting rules and procedures in practice.
4. Ability to use, develop, and support the implementation of financial IT tools, accounting and financial management systems.
5. Ability to communicate effectively and build good working relationships through strong interpersonal skills with internal and external stakeholders, delivering complex information in a clear, structured, and confident manner.
6. Ability to work under pressure and manage tasks independently, demonstrating responsibility, initiative, and integrity in protecting the Agency's financial interests.
7. Ability to maintain a high level of confidentiality in handling sensitive financial information.

On the basis of the written test

1. Ability to apply strong analytical skills to interpret accounting and financial information to support sound decision-making.
2. Ability to organise work effectively, ensuring accuracy and attention to detail when analysing, compiling, and summarising complex financial data.

1.3. Advantageous requirements

Introduction

Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

On the basis of the application

1. A completed university degree (or equivalent EQF level 6) in accounting, finance, economics, business administration, or a related field.
2. In possession of a professional qualification (ACCA/CIMA) or a postgraduate degree in a relevant field.
3. Practical experience on facilitating financial audits.

2. Submission of applications

2.1. Overview

Procedure

- Interested candidates must apply for this post through the EUDA e-recruitment application, accessible on this link: <https://e-recruitment.euda.europa.eu>.
- To make an online application you will need to create your EUDA profile using a valid e-mail address and a password.
- During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.
- All sections of the application should be completed in English in order to facilitate the selection procedure.

Deadline for applications

The closing date for the submission of applications is 06/01/2026 at 23.59, Lisbon time.

2.2. Selection procedure

Selection on files

- The selection on files is the phase during which the selection committee assesses, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.
- The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Interview and written test

- The selected candidates will be invited to attend an interview and a written test.



- Interviews will be held by the selection committee, either at the EUDA premises or remotely (online). The candidates will be assessed based on the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
- Candidates will be asked to undergo a written test, either at the EUDA premises or remotely (online). The candidates will be assessed based on the requirements mentioned above and a maximum of 30 marking points will be available for this purpose.

Reserve list

- The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EUDA.
- Only candidates who reach 70 % of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the Appointing Authority/authority authorised to conclude employment contracts of the EUDA may offer a contract of engagement.
- Candidates shall note that their inclusion in the reserve list does not guarantee recruitment, which will depend, among other things, on availability of vacant posts and budget.
- The established reserve list may be used to fill similar positions at the EUDA.
- The reserve list will be valid until 31/12/2028 and may be extended by decision of the EUDA appointing authority/authority authorised to conclude employment contracts.

Selection committee

The selection committee for this selection procedure will be composed as follows:

- Isabelle Giraudon (chairperson and member designated by the EUDA Staff Committee)
- Pascal Jonjic (member)
- Hélder Travado (member)
- Andreas Miltos (external member)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Information on the process

All candidates will be informed of the outcome of the selection procedure.

For up-to-date information on the process of this selection procedure, please visit the EUDA's website at the following link: <https://www.EUDA.europa.eu/about/jobs>



Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

Special adjustments

The EUDA strives to increase the diversity of the EU's talent pool so that the EU civil service is representative of the diversity of the citizens it represents and serves.

EUDA selection procedures are designed to be clear, transparent and accessible to all candidates. The goal is to provide them with an equal opportunity to demonstrate their competencies and skills. If you need special adjustments in the EUDA's selection procedure due to a disability or medical condition, please contact the recruitment team.

3. Conditions of employment

Legal framework

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Title II, Chapter 1, Article 8 of these Conditions.

Place of employment

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

Remuneration

The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis and reimbursements, paid upon their evidenced occurrence.

Monthly basic salary:

- The job holder's monthly basic salary, for AST 4 step 1 will be approximately EUR 5 279.52.

Correction coefficient:

- A correction coefficient is applied to the remuneration of staff members to make up for differences in living conditions, as compared to Brussels and Luxembourg.
- In order to evaluate such differences in living conditions, the EU Staff Regulations use differences in purchasing power as a statistically reliable and calculable indicator.
- For Portugal, the local weighting factor is 92.1 % for 2025.

Examples of net monthly salaries are presented below:

AST 4 - Step 1

- Minimum final net salary (without any allowances): EUR 3 824.01
- Final net salary with expatriation allowance: EUR 4 602

c) Final net salary with expatriation, household and 1 dependent child allowance: EUR 5 613.58

Income tax

- Income tax is levied progressively at a rate of between 8 % and 45 % of the taxable portion of your salary.
- A special levy (6 %) is calculated on the part of the remuneration exceeding the minimum remuneration.
- Your salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.

Social security

Staff members pay a community tax at source and contribute to:

- health insurance and accident insurance
- EU pension scheme
- unemployment insurance.

Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:

- Expatriation or foreign residence allowance
- Family allowances:
 - household allowance
 - dependent child allowance
 - pre-school allowance
 - education allowance
- Taking up duties allowance:
 - installation allowance
 - daily allowance intended offset costs of temporary residence
 - reimbursement of removal expenses
 - initial travel from place of recruitment to the place of employment for the staff member and direct family.

Annual leave

- Staff members are entitled to annual leave of 24 working days plus EUDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age, grade and if you are entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.euda.europa.eu/>



Confirmation of engagement and security clearance

Staff engaged by the EUDA are required to serve a probationary period of nine months. The successful applicants may be required to undergo a security vetting and clearance procedure.

Declaration of commitment to serve public interest independently

EUDA staff members are required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to their independence.

EUDA staff are required to carry out their duties and conduct solely with the interests of the EUDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their agency. EUDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EUDA and to the European Union.

Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published in the EUDA website at the following link: https://www.EUDA.europa.eu/about/data-protection_en.

4. Request for review and appeal procedure

Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 27/02/2026, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EUDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.



Appeals procedure

Candidates who consider that they have been adversely affected by a particular decision may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

EUDA Executive Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting them.

Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — CS 30403
67001 Strasbourg Cedex
France

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

5. EUDA contact

Email: Recruitment@euda.europa.eu

Recruiter: Eilika Schlüter

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