



APPLICATION FORM

Internal and Inter-Agency notice for the post of:

Accounting Officer

Temporary Agent 2(f) – AD 6 - AD 9

Reference: **Cedefop/2026/01/AD**

Your full name:	
Your current contract type is 2(f):	(*If it is NO : your application will not be eligible and will not be considered further)
Name of the Agency / JU you are currently employed:	
Do you have at least two years' service within your Agency:	(*If it is NO : your application will not be eligible and will not be considered further)
Your current grade:	
Your current contract start and end date:	
Nationality:	
Email address for correspondence:	
Phone number:	

Please note that this form is a compulsory part of the application documentation. If the form is missing, the wording of any preselection criteria is altered, and/or any of the criteria have been deleted, the selection board will not assess the application.

The assessment of your application will be done solely based on the information provided in this form.



ESSENTIAL CRITERIA, SECTION 6.1. OF THE VACANCY NOTICE

Instructions: Please explain clearly and concisely how you meet each of the *Essential pre-selection criteria*. Make sure that you cover all parts of the questions in your answer.

Criterion: At least 3 years of professional experience in the past 5 years in accounting and financial reporting, as described in the 'Section 3. Key responsibilities' of the Vacancy Notice.

Please describe your related experiences and specify for each experience:

- the name of your employer(s) and your position(s)/title(s),
- the length of your experience in years and months including start and end date + working pattern (only if different than 100%),
- your specific tasks, role(s) and responsibilities, examples of reporting etc.

Maximum words: 300.



Criterion: At least 3 years of professional experience in the past 5 years in the execution of payments and treasury oversight, as described in the ‘Section 3. Key responsibilities’ of the Vacancy Notice.

Please describe your related experiences and specify for each experience:

- the name of your employer(s) and your position(s)/title(s),
- the length of your experience in years and months including start and end date + working pattern (only if different than 100%),
- your specific tasks, role(s) and responsibilities in the execution of payments and treasury oversight.

Maximum words: 300.

**Criterion: Experience in the use of accruals-based accountancy**

Please describe your related experiences and specify for each experience:

- the name of your employer(s) and your position(s)/title(s),
- the length of your experience in years and months including start and end date + working pattern (only if different than 100%),
- your specific tasks, role(s) and responsibilities in the use of accruals-based accountancy

Maximum words: 300.

Criterion: English at level C1 in all dimensions as per the CEFRPlease fill out the scheme below using the levels of the [Common European Framework of Reference](#) for each of the skills mentioned.

SKILLS		LEVEL
UNDERSTANDING	LISTENING	<input type="checkbox"/> A1 – <input type="checkbox"/> A2 – <input type="checkbox"/> B1 – <input type="checkbox"/> B2 – <input type="checkbox"/> C1 – <input type="checkbox"/> C2
	READING	<input type="checkbox"/> A1 – <input type="checkbox"/> A2 – <input type="checkbox"/> B1 – <input type="checkbox"/> B2 – <input type="checkbox"/> C1 – <input type="checkbox"/> C2
SPEAKING	SPOKEN INTERACTION	<input type="checkbox"/> A1 – <input type="checkbox"/> A2 – <input type="checkbox"/> B1 – <input type="checkbox"/> B2 – <input type="checkbox"/> C1 – <input type="checkbox"/> C2
	SPOKEN PRODUCTION	<input type="checkbox"/> A1 – <input type="checkbox"/> A2 – <input type="checkbox"/> B1 – <input type="checkbox"/> B2 – <input type="checkbox"/> C1 – <input type="checkbox"/> C2
WRITING		<input type="checkbox"/> A1 – <input type="checkbox"/> A2 – <input type="checkbox"/> B1 – <input type="checkbox"/> B2 – <input type="checkbox"/> C1 – <input type="checkbox"/> C2



ADVANTAGEOUS CRITERIA, SECTION 6.2 OF THE VACANCY NOTICE

Instructions: Please explain clearly and concisely, how you meet the *Advantageous pre-selection criteria*. Make sure that you cover all parts of the questions in your answer.

For criteria you would like to leave blank, please write 'N/A'.

Criterion: Experience with EU financial tools (ABAC or SUMMA)

Please describe your related experience and specify for each experience:

- the name of your employer(s) and your position(s)/title(s),
- the length of your experience in years and months including start and end date + working pattern (only if different than 100%),
- specific examples in using EU financial tools, e.g. ABAC and SUMMA

Maximum words: 300.



Criterion: Experience in providing accountancy services to more than one EU agency.

Please specify if you have related experience in providing accountancy services to more than one EU agency, and describe:

- the name of the agency,
- the length of your experience in years and months including start and end date + working pattern (only if different than 100%),
- your specific tasks, role(s) and responsibilities.

Maximum words: 100.



Criterion: **Membership of a recognised professional accountancy organisation or body (certification as ‘chartered accountant’).**

Please specify if you are a member of a recognised professional accountancy organisation or body:

- The title of the certification and name of the institution awarding it.
- The standard duration of the membership/certification.

Maximum words: 100.

Disclaimer:

- I declare on my word of honour that all information provided in my application is true.
- I confirm that I will provide any supporting documents as requested by Cedefop.
- I consent my application to be processed in line with [Cedefop's Privacy Statement](#).

After reviewing your answers, click this button to lock your application: → ←

Once the application is locked, it cannot be unlocked.
Only locked applications will be accepted by Cedefop.

Save the locked application form (pdf) and submit it to hr-recruitment@cedefop.europa.eu