



Internal & Inter-Agency call for applications

ACCOUNTING OFFICER

Type of contract and grade	Temporary Agent 2f - AD 6 – AD 9 ⁽¹⁾
Place of employment	Thessaloniki, Greece
Reference	Cedefop/2026/01/AD
Deadline for applications	Tuesday 07 April 2026 - 13:00 Greek time (CET+1)

1. Who are we?

Cedefop is the European Union's reference centre for vocational education and training (VET), skills and qualifications. Our mission as an EU Agency is to provide research and policy analysis to support the development of European VET, skills and qualifications policies and contribute to their implementation. More than ever, skills and VET play a crucial role at the intersection of different policy areas to accompany economic, demographic and social changes, including the digital and green transitions, and to address issues like labour market integration and employability of EU citizens. This is where we are committed and dedicated to providing pan-European expertise, services and tools that make a difference.

To learn more about Cedefop's work, please visit [Cedefop's website](#).

2. Is this job for you?

If you have the ability to manage complex accounting processes, strong analytical skills, and a commitment to integrity, this role is the perfect fit for you. As Accounting Officer, you will play a key role in ensuring the reliability and transparency of Cedefop's financial operations, but not only. Cedefop also provides accounting services to EIGE ⁽²⁾ and Cedefop's Accounting Officer is also EIGE's Accounting Officer, as appointed by the respective Management Boards.

As such, you will be totally independent in the performance of your duties and responsible towards the respective Management Boards.

These accounting services could be potentially expanded to other Agencies in the future.

⁽¹⁾ The post is published for interagency mobility: successful candidates currently holding a Temporary agent 2(f) contract in the grades AD 6 to AD 9 will qualify for mobility under the terms of the CEOS, and in accordance with [Cedefop rules](#).

⁽²⁾ [EIGE](#) is the European Institute for Gender Equality. It is based in Vilnius, Lithuania. It produces independent research and shares best practice to promote gender equality and eliminate discrimination based on gender.

Your place of employment will be Thessaloniki, Greece. In Cedefop, you will be a member of the team of the Directorate, reporting to the Deputy Director. In your daily work, you will be supported by an accounting assistant.

With this vacancy notice, Cedefop aims to fill one position. Other successful candidates will be placed on a list of suitable candidates and may be offered a position as the need arises in the Agency.

3. Key responsibilities of the position

Accounting and Financial Reporting

- Prepare annual accounts, including opening and year-end closure and accrual-based financial statements.
- Produce clear, reliable financial reports and other financial documents for the management of the Agency(ies), and in line with [EU Financial Regulations](#).
- Sign off provisional annual accounts (including performance of all necessary checks), prepared in line with the accounting rules.
- Sign off the final annual accounts before their adoption by the Executive Director, thereby certifying a true and fair view of the Agency's financial position.

Payment and Treasury Oversight

- Manage recovery orders and debit notes, including VAT reimbursements, to secure timely revenue collection.
- Ensure accurate reconciliation of transactions and bank accounts.
- Sign payments and manage treasury operations, ensuring smooth handling of bank and cash accounts.

Compliance and Internal Control

- Monitor and implement changes in accounting regulations and instructions.
- Define and validate accounting rules and methods to ensure efficiency, internal control, integrity and reliability of financial information.
- Participate in budget discharge procedures and liaise with key stakeholders, including the European Commission, the Court of Auditors and external auditors concerning accounting matters.

Systems and Process Optimisation

- Optimise the use of financial systems and accounting tools (ABAC, SUMMA), including updating accounting procedures and processes.
- Contribute to IT projects related to finance and accounting, ensuring compliance with the standards set by the European Court of Auditors and with the EC Internal Audit Standards and professional standards.

Networking

- Represent the Agency in the network of accountants across EU Agencies, sharing knowledge and best practices.

4. Cedefop as an employer of choice

We offer a vibrant multicultural work environment with project- and team-based approach. Our actions are inspired by our core values:

- **proactive and responsive:** we deliver relevant, high-quality and timely evidence, expertise and tools, addressing our stakeholders' and users' needs, building inclusive partnerships, cooperating with other key players to tap synergies and avoid duplication and proactively supporting EU policy objectives.
- **well-run and ambitious:** we are an efficient and compliant Agency that is committed to transparency, scientifically sound research and analysis and the highest standards of ethics and integrity. We empower and engage our staff and continuously improve our processes.
- **open-minded and adaptable:** we develop new ideas, embrace change and innovation, and view European Union values founded on human dignity, freedom, democracy, equality, the rule of law and respect for human rights as fundamental in all our activities.

We are committed to equality and diversity, providing equal opportunities to all employees and applicants. To attract diverse talent pool, we welcome applications from all qualified candidates, without any distinction on any grounds and from the broadest possible geographical basis amongst the EU Member States and EEA countries.

We place high importance on the professional development of our staff and offer diverse learning opportunities in-house and externally.

We value the well-being and work-life balance of our staff and offer flexible working arrangements, hybrid working and part-time working possibilities.

To learn more about Cedefop's working conditions, refer to the dedicated [guide](#). The salary grid is available [here](#).

5. Eligibility

The selection procedure is open to applicants who are currently employed by any of the Agencies/Joint Undertakings referred to in Article 1 a (2) of the Staff Regulations as a Temporary Agent 2(f) in a post and grade corresponding to the bracket AD 6 to AD 9.

In addition, candidates should:

- a) have at least two years' service within their Agency before moving ⁽³⁾.
- b) have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group ⁽⁴⁾.

⁽³⁾ Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

⁽⁴⁾ Where, in exceptional circumstances, Cedefop engages a member of temporary staff 2(f) who does not meet that condition, such a staff member shall serve a full probationary period with Cedefop in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex-novo contract.

6. Preselection phase

The preselection criteria consist of essential and advantageous criteria against which your application will be assessed.

6.1 Essential preselection criteria

If you do not meet the minimum requirements in all the essential preselection criteria below, your application will not be considered further.

- 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*.
- 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*.
- Experience in the use of accruals-based accountancy.
- English (the working language of Cedefop) at level C1 in all dimensions as per the [CEFR](#).

6.2 Advantageous preselection criteria

If you do not meet one or more of these criteria, listed in order of priority, it will not result in exclusion. However, meeting them will positively impact the overall scoring of your application, increasing your chances of being invited to the next stage of the selection process.

- Experience with EU financial tools (ABAC or SUMMA).
- Experience in providing accountancy services to more than one EU agency.
- Membership of a recognised professional accountancy organisation or body (certification as 'chartered accountant').

7. Assessment process

The selection process will be organised in several stages.

7.1. Assessment applications by the selection board

The assessment of applications will be carried out by a selection board appointed by the Executive Director, based on the information provided in your application (Section 9. 'How to apply?').

It is important that you **explain explicitly how you meet each preselection criterion** in the respective box of the application form as the assessment is carried out solely based on the information you provide there.

The applications that meet the eligibility requirements (Section 5) will be assessed against the criteria described in Section 6, using as a reference the description of the role in Sections 2 & 3 of this vacancy notice.

Up to 12 candidates who obtain the highest scores and at least 60% of the maximum score for the scored preselection criteria, will be invited for a written test.

7.2 Written test and interview

This stage of the selection procedure will allow you to prove your suitability for this post. You will have the opportunity to demonstrate the following technical and soft skills relevant for the job:

- Excellent applied knowledge of the accounting principles in an EU environment.
- Excellent knowledge of Excel and general ledger software.
- Advanced analytical thinking and capacity to analyse data.
- Compliance mindset and attention to detail.
- Strong sense of responsibility, integrity and trustworthiness.
- Capacity to deliver outstanding customer service within the context of conflicting priorities and deadlines.
- Excellent ability to communicate clearly and effectively in English both orally and in writing.

The written test will be organised remotely (proctoring method) and assessed by the selection board anonymously (i.e. the candidate is assigned a code and the selection board is not aware of the candidates' identity when correcting the written test).

Only candidates who obtain at least 60% of the maximum score for the written test will be invited to take part in an interview with the selection board. These interviews too, will take place remotely.

In the final score the written test will have a weight of 50% and the interview 50%.

8. Reserve list of suitable candidates and appointment

Following the tests and interviews, the selection board will propose candidates to be included in a reserve list of candidates suitable for this post.

In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 60% of the scores for the written test and the interview, respectively.

A second interview with a panel that includes the Executive Director may also be organised with candidates placed on this list prior to taking the final decision. The second interview will assess further the suitability of the candidate for the post in view of the main functions and duties it entails.

The job offer to the most suitable candidate will be made only after the necessary supporting documents have been provided by the candidate and Cedefop's HR service has confirmed their completeness. Criteria for inter-Agency application and mobility should be fully met.

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

Candidates on the list may be considered for other recruitment(s) at Cedefop as the need arises in the Agency. However, inclusion in the list does not guarantee recruitment.

This list will be valid until 31 December 2027. The Executive Director may extend the validity of the list. The status of the lists of suitable candidates can be consulted [here](#).

9. How to apply?

Please complete the specific **Application Form** in English and submit it by email to the following address: hr-recruitment@cedefop.europa.eu.

The deadline for application is **Tuesday 07 April 2026 at 13:00 Greek time (CET+1)**.

No supporting documents (diploma(s), work experience certificate(s), etc.) are needed at this stage. Those may be requested later, in the context of the selection phase.

Candidates are strictly forbidden to make any contact relating to this selection procedure with the selection board and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

Artificial Intelligence tools may not be used in the completion of any part of this procedure. If such use activity is detected, candidate(s) will be disqualified from the selection procedure.

For useful information for applicants, refer to the dedicated [guide for applicants](#) (Chapter 1 – tool for online application – does not apply to this procedure). If you have a query, please refer first to the [Frequently Asked Questions](#). If you cannot find the response that you need there, you may also send an email to hr-recruitment@cedefop.europa.eu.

10. Additional information

Protection of personal data

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018.

More information is available on Cedefop website: [privacy statement](#).