

VACANCY NOTICE V/AD/BFA/1/2026

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the post of

HEAD OF SECTOR in the Budget and Financial Affairs Service (Temporary agent post, type 2a CEOS, AD 5²)

The **European University Institute (EUI)**, founded in 1972 and located in Florence, Italy, is a treaty-based post-graduate institution dedicated to advanced research and training with a unique European focus.

We seek an experienced professional to lead and coordinate one of the strategic areas within our Budget and Financial Affairs (BFA), supporting the Institute's mission through excellence in financial management. Reporting to the Director, the role ensures the coordination of **one of the two key areas** within the BFA: **Remuneration and Pay** and **Financial Documents Supervision and Internal Control**.

The position ensures accurate payroll processes, reliable financial transactions, and strong internal controls, while driving digitalisation, automation of administrative workflows and continuous improvement. This role supports transparency, efficiency, and high-quality service for a diverse international academic community.

Candidates will be asked to choose their preferred area in the application form, based on their qualifications, experience and interests.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

[Learn more about the European University Institute.](#)



¹ The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#). Candidates recruited to fill additional positions may be appointed under a temporary agent contract of type 2a or 2b (Cf. articles 2a and 2b of the [Conditions of Employment of Other Servants of the EUI](#)), subject to post availability and the strategic or operational needs of the EUI".

² Cf. Annex II

Our Unit

The [Budget and Financial Affairs Service](#) (BFA) plays a central role in ensuring sound, efficient, and forward-looking financial management at the European University Institute.

The Service supports the President, the Secretary General, and the Chief Operating Officer in shaping and implementing the Institute's financial strategy, while providing operational and advisory support to academic and administrative units in achieving their institutional objectives in research and teaching, as defined in the Convention setting up the Institute.

BFA oversees the entire budgetary cycle — from the preparation of the annual draft budget and medium-term financial planning, to budget execution, monitoring, and reporting, up to the discharge of the President. It also ensures the effective management of the EU Operating Grant and other external funding sources.

BFA provides financial advice and analytical support, facilitates procurement processes, and supports services in the planning and execution of their budgets, including both internal appropriations and externally funded activities.

The Service contributes to the modernisation of administration by promoting simplification, digitalisation, and automation of financial processes, with the aim of enhancing efficiency, transparency, and accountability across the Institute.

BFA is also responsible for the accurate calculation and payment of salaries, pensions, and related statutory rights for all categories of staff, as well as for the management of grants and traineeships.

Your Key Responsibilities

The [European University Institute](#) (EUI) seeks an experienced professional to coordinate **one** of the strategic **areas** within the Budget and Financial Affairs (BFA): **Remuneration and Pay** and **Financial Documents Supervision and Internal Control**:

Remuneration and Pay

Responsible for the end-to-end management of salaries, pensions, grants, and traineeships, this area ensures the accurate and timely processing of payroll-related activities. It also contributes to the reporting and monitoring of staff-related expenditure, supporting financial planning and informed decision-making. In addition, it promotes the continuous improvement, digitalisation, and optimisation of remuneration processes, while maintaining a high level of service quality.

Financial Documents Supervision and Internal Control

This area ensures the oversight and quality of financial transactions and supporting documentation, promoting consistency and reliability across financial operations. It supports the effective application of internal procedures and contributes to strengthening internal controls and risk awareness, while fostering transparency and a sound financial management culture across the Institute. The role also contributes to the continuous modernisation and digitalisation of financial administration at the Institute.

The main responsibilities of the role include:

Strategic and Expert Leadership

The Head of Sector acts as the subject-matter expert for the assigned area of responsibility (*Remuneration and Pay or Financial Documents Supervision and Internal Control*), ensuring the quality, timeliness and reliability of outputs. The role supports the Director in identifying risks, challenges and opportunities for improvement, and actively promotes innovation, simplification, digitalisation and optimisation of financial processes.

Governance, Compliance and Operational Accountability

Reporting directly to the Director, the Head of Sector operates with a high level of autonomy and accountability. The role ensures compliance with Financial Rules, oversees and validates financial transactions and supporting documentation, contributes to internal control and risk awareness, and acts as Verifying Agent and/or Authorising Officer in SAP.

People Management and Stakeholder Engagement

The Head of Sector leads and manages the team, contributes to recruitment and staff development, fosters a collaborative working environment and acts as a member of Selection Boards when required. The role represents the Budget and Financial Affairs Service in relevant meetings and acts as a key contact point for internal and external stakeholders.

Financial Accountability, Systems and Process Development

The role contributes to budget preparation, monitoring and reporting, including analysis of staff-related expenditure. The Head of Sector coordinates administrative processes, provides guidance on financial procedures, acts as Key User for SAP and organises internal training activities.

Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the **unit** and **role** include the following:

- Knowledge of Processes & Procedures
- Working with others
- Problem solving
- Resilience
- Team Management
- Confidentiality
- Creativity & Innovation
- Communication
- Strategic thinking
- Coaching skills

The competencies mentioned above may be assessed at the written test and/or interview stage. Read more on [EUI Competency Framework](#)

What We Offer

- A vital role in creating a conducive environment for scholars in Europe's research university with a focus on master's, doctoral and post-doctoral studies in the social sciences and humanities;
- The opportunity to join a truly multicultural community of more than 1000 academics and professionals at all career stages of approximately 85 different nationalities working on the future of the European project;
- The commitment to a genuine culture of equality, diversity and inclusiveness, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- A competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Staff](#).

How To Apply

Applications must be submitted electronically using the AD/BFA/1/2026 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-foradministrative-posts>

CLOSING DATE FOR APPLICATIONS:

5 June 2026 - 23:59 CEST

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

Annex I – Eligibility and Selection Criteria

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;

- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.³

2. Specific conditions

2.1. Education (Qualifications)

- A level of education, which corresponds to completed university studies of at least three years attested by a diploma.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate (NARIC '*statement of comparability*'); otherwise, your application will be deemed ineligible.⁴

2.2. Knowledge of Languages⁵

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

Essential

1. **University degree** in Finance, Accounting, Public Administration or related field relevant to the role;
2. **At least two years** of experience in contributing to the professional development of colleagues (incl. coaching, career development, mentoring);
3. Demonstrated experience in **coordinating** projects/programmes and/or **leading** teams;

³ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

4. **At least five years** of professional experience in an international or public-sector environment, in (either A or B):
 - A. **payroll, remuneration, finance or staff cost management;**
 - B. **managing complex administrative and financial processes**, in compliance with financial rules and internal control requirements: budget execution, financial control, document supervision;
5. Demonstrated experience in driving the **digitalisation, automation and continuous improvement** of administrative and financial processes, as well as in data analysis and financial reporting;
6. Excellent oral and written communication skills in **English**, both spoken and written (CEFR level: C1 or above).

Advantageous

7. Proven work experience in **international academic environments;**
8. Demonstrated experience with the effective use of **artificial intelligence and other ICT tools** to enhance administrative, financial or remuneration processes;
9. Proven knowledge of **financial and human resources management systems**, including ERP platforms (e.g., SAP) and HR/payroll systems (e.g., NAP⁶).

Candidates invited to the test and interview phase may also be assessed against the **competencies** listed under the “Your key competencies” section on page 3.

⁶ European Commission's Paymaster Office (PMO) Payroll Management tool, which is used for calculating and paying salaries, pensions, and allowances to staff.