



## Budget Assistant

Fusion for Energy (F4E) is hiring a Budget Assistant, who will play a key role in supporting fusion, the power of the Sun, into a future sustainable energy source.

Reference	Grade	Location	Closing date
F4E/TA/AST3/2024/0280	Temporary Agent AST3	Barcelona, Spain <sup>1</sup>	23/01/2025 - 12:00 noon (CET)

### Is this job for you?

Are you experienced in working with EU Financial Regulations or equivalent norms or standards? Or do you excel in the use of budgeting/financial planning software tools and are strong in Business Intelligence Solutions? Are you an analytical, proactive and with very good communication skills? If so, we have the perfect opportunity for you! Apply to become our new Budget Assistant within our Project Management Office and Budget Unit.

Fusion for Energy (F4E) is managing Europe’s contribution to ITER, the biggest fusion experiment, and is contributing to several other major projects in the same domain. The fusion landscape is changing fast and F4E as a key European player will enter in a new organisation in the coming months.

### Why F4E?

Fusion for Energy (F4E) is the European Union’s organisation for ITER and the Development of Fusion Energy. We are working with industry and laboratories to deliver cutting-edge components to the ITER international fusion energy project. In parallel, we are working on other major projects in the same domain, including the JT-60SA experiment with Japan, a new material testing facility (DONES), and, in the long-term, preparing for the next generation of fusion devices.

F4E is headquartered in Barcelona with offices in Cadarache (France) and Garching (Germany). To deliver the European contribution to ITER, face the fusion challenges, and manage more than 400 professionals, F4E is moving towards a more diverse, flexible, and result-oriented organisation. Its renewed vision is focussed on (1) successful delivery of projects, (2) developing fusion talent and knowledge base for the development of commercially viable fusion power plants in Europe and (3) paving the way for a transition from research to a competitive European industrial fusion sector.

## We are committed to Diversity & Inclusion

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Fusion for Energy is an equal opportunities employer and takes care to avoid any form of discrimination. As part of its commitment to diversity, gender equality and geographical distribution, F4E strongly encourages applications from female candidates and applies a policy of equal opportunities. It does not discriminate against anyone on grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation. Fusion for Energy offers measures to reconcile professional and private life and will provide reasonable adjustments at the workplace for persons with disabilities.

## Your key areas of impact

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The Project Control, Supply Chain and Finance Department provides governance and oversight of programmes as well as matrixed support encompassing procurement, supply chain management, finance, and legal services. The Department is composed of around 96 staff.

As a member of the Project Control, Supply Chain and Finance Department, the successful candidate will work under the coordination of the Budget Group Leader and report to the Head of the Project Management Office and Budget Unit. The successful candidate will assist the team and stakeholders in the preparation, establishment, reporting and monitoring of the Joint Undertaking's budget. The role and responsibility of the Budget Assistant include but are not limited to:

1. Contribute to planning, preparing, monitoring and reporting of the annual and multi-annual budget, as well as prepare related documentation, particularly but not limited to staff, infrastructure, and operating expenditure, as well as operational expenditure of administrative nature. Manage the related commitment and payment appropriations according to the applicable provisions of the Financial Regulation.
2. Collaborate with budget contact points and relevant internal and external stakeholders to develop, enhance, and maintain financial models and reference forecasts of administrative expenditure in payments and commitments.
3. Provide technical assistance to the users of the budget management system and act as main contact point within Budget group for corporate budget management system. Collect, analyse, record, and update budgetary information. Manage access rights according to the approved financial delegations. Contribute to smooth transition from ABAC (current budget management system) to SUMMA (new budget management system based on SAP S/4HANA), as well as to enhancement of other budget management systems and tools.
4. Contribute to the establishment, implementation, and perform ongoing monitoring of the activity-based budgeting system to enhance the accuracy of expenditure allocation and improve financial decision-making processes within the organization.
5. Manage allocations of the annual budget according to the approved structure and limits of spending. Prepare budget transfers between local lines, chapters, and titles of F4E's budget.

## What can we offer you?

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### Life in Barcelona

Barcelona offers professionals and families a high quality of life. It has a year-round average temperature of 18°C and complements its cosmopolitan lifestyle and vibrant cultural life with the nature of the Mediterranean coastline and the Pyrenees.

The city is strategically located between the sea and the mountains, and it is served by an international airport. Barcelona is a cosmopolitan city with Roman remains, medieval quarters and the most beautiful examples of 20th century modernism and avant-garde architecture.

### Salary and benefits

As an indication, the basic monthly salary for grade AST3 (step 1) is currently € 4.613,00. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salaries of temporary agents are subject to a community tax deducted at source and are exempt from national taxation.

Where you would need to relocate, you would normally benefit from relocation and removal reimbursements. F4E has agreements with a wide range of international schools to support access to schooling for the dependent children of its staff.

### Work-life balance

F4E enables staff members to reconcile family and professional life by offering flexible work arrangements and teleworking.

F4E staff members enjoy a basic entitlement of 24 days of annual leave as well as +/- 18 statutory public holidays per annum. Additional leave days may be granted for age and distance from the place of origin.

## How will we evaluate your application?

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### A Eligibility Criteria - you can apply if:

#### A1. You fulfil five general requirements

1. Being a citizen of one of the Member States of the European Union or of a third state fully associated with the Euratom fusion programme.
2. Enjoying your full rights as a citizen<sup>ii</sup>.
3. Have fulfilled the obligations imposed on you by the laws of your home country concerning military service.

4. Producing the appropriate character references as to your suitability for the performance of your duties.
5. Being physically fit to perform your duties<sup>iii</sup>.

**A2. Your Education & Experience are in line with our requirements<sup>iv</sup>**

On the closing date of the application process, you must have:

A level of post-secondary education attested by a diploma and, after having obtained the diploma, 3 years of relevant professional experience;

OR

A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, 6 years of relevant professional experience.

**A3. Your Language Skills are developed**

You must produce evidence of excellent written and spoken communications in English and of a satisfactory knowledge of another official language of the European Union.

**B Your Qualifications and Experience**

**B1. It is essential that your professional history cover:**

- A minimum of three years of relevant working experience in at least three areas mentioned under “your key areas of impact”.
- Proven experience of the EU Financial Regulation or equivalent national/international/company norm or standard.
- Demonstrated working experience with budgeting/accounting/financial planning software tools such as SAP S/4HANA or equivalent.
- Strong computer literacy: proven experience with MS Office and Business Intelligence Solutions (Power BI or equivalent).
- Ability to communicate with conciseness and clarity in financial English.

**B2. Advantageous Selection Criteria**

In addition to the above, the following criteria will be taken into account:

- Professional qualification or certification in business, finance, accounting, information technology or similar.
- Proven working experience in data analysis and reporting (e.g. by using macros in Excel).

### **B3. Competencies**

The following competences will also be assessed:

- Excellent analytical, numeracy and data management skills.
- Very good communication skills.
- Good sense of initiative and proactive attitude.
- Professionalism, adaptability and client/service-oriented attitude.
- Teamwork, positive attitude and pragmatic approach to problem solving.

### **Submission of applications**

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The online application process starts upon clicking “**CLICK TO APPLY**” next to a vacancy of your interest on the Open Positions page: <https://fusionforenergy.europa.eu/vacancies/>

You must register your application online through the F4E E-recruitment platform by creating a valid F4E user account and submitting the documents mentioned below. Fusion for Energy (F4E) is currently working to further develop F4E's selection process. The application for this vacancy notice will serve as a pilot for the new recruitment platform which means that you – even if you have previously applied for an F4E vacancy – will be asked to register a new user account and complete information on the platform, in addition to submitting your CV and Motivation Letter. We appreciate any feedback you may have regarding your user experience: [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu)

Please note that the online e-recruitment application platform is the only acceptable means of submitting/sending in job applications. You are responsible for keeping your e-mail addresses and personal details up to date in your profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and you are requested to submit the following two documents:

- A detailed Europass Curriculum Vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

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**Applications must be complete and validly submitted by the closing date for submission of applications  
No later than 23/01/2025 at 12h00 noon Barcelona time.**

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In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please take a screenshot and send it to [hr-selections@f4e.europa.eu](mailto:hr-selections@f4e.europa.eu). It is your responsibility to inform F4E about any technical problem immediately, within the deadline mentioned above.

Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Vacancy Notice.

## Conditions of employment

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Successful candidates will be placed on a Reserve List, and one of the candidates thereon may be offered this position.

For more information on the selection process of Temporary Agents and on the contractual and working conditions, please, refer to the "[Guide for applicants](#)" published on the F4E website along with this Vacancy Notice and the [Conditions of employment of Other Servants of the European Communities](#).

## How is your data protected?

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'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that your personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. This applies to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

You have the right to access and rectify your data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile before the deadline for submission of the applications elapses.

After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

Vacancy published on F4E website on 13/12/2024.

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<sup>i</sup> Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.

<sup>ii</sup> Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>iii</sup> Before their appointment, the candidate shall be medically examined in line with requirement of Article 12(2) (d) of the Conditions of employment of other servants of the European Communities.

<sup>iv</sup> Only study titles that have been awarded by the Members of the Joint Undertaking or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.