



Internal Mobility

INTERNAL PUBLICATION

POSITION TITLE	FINANCIAL SUPPORT OFFICER
REFERENCE	F4E/INTERNAL/FGIII/2026/30136
TYPE OF POST	SUPPORT OFFICER
FUNCTION GROUP	III
GRADE BRACKET	8 - 12
LOCATION	Barcelona, Spain ¹
CLOSING DATE FOR APPLICATIONS	16/09/2026

Fusion for Energy (F4E) is launching an internal selection procedure for the selection of a candidate for the position of **Financial Support Officer** available in the Finance Unit.

Practical information on procedural aspects and on how to apply is described here below (selection process and submission of applications).

We are committed to Diversity & Inclusion

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

As a member of the Finance Unit, the Financial Support Officer will provide support in the financial management of contracts, grants, reimbursements and other operations of a financial nature, including decommitments and recovery orders,

The successful candidate will be responsible for the following tasks, among other:

1. Act as the Financial Initiating Agent in ABAC-SUMMA, handling contracts and other financial operations of within the assigned portfolio, while ensuring the legality of financial transactions, the availability of budget operations, and the accuracy of all transactions under their responsibility.

¹ Given the needs of the organisation, the candidate may be offered a position at any of the other F4E working places.



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2. Support the sound financial management of contracts and grants by assisting the procurement, contract and technical officers, as well as the Authorising Officer, in ensuring that the Financial Regulation is respected and that the internal control objectives are met throughout the contract lifecycle, from the tendering stage to close-out.
3. Contribute to the financial analysis of documentation supporting payments, such as invoices, cost claims, interim payment certificates and reimbursements, as well as documentation supporting recovery orders.
4. Participate in the implementation of contractual provisions, such as option releases, price indexation calculation and the management of guarantees.
5. Assist the contract managers and financial officers in maintaining financial overviews for each contract, including monitoring commitment and payment consumptions as well as forecasts.

How will we evaluate your application?

A Eligibility Criteria - you can apply if you are:

Established Contract Agents working at F4E with a regular (renewable) contract who, at the closing date for submission of applications:

- Belong to the grade bracket mentioned under “Grade bracket”.
- Have completed a minimum of 2 years in their current post (job).

B Your Qualifications and Experience

B1 It is essential that your professional history covers:

- Minimum 2 years experience in financial initiation tasks and/or Accounting (budgetary commitments, payments, financial guarantees etc).
- Working knowledge of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities.
- Strong experience in the independent use of Microsoft Office applications particularly Ms Word, Ms Excel and PowerPoint.

B2 Advantageous Selection Criteria

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

- Working experience in the follow-up of financial aspects of industrial or construction contracts (FIDIC).



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- Sound understanding of EU public procurement rules.
- Experience in a research and/or high technologies project.
- Working knowledge of ABAC/SUMMA and/or other electronic document management systems.
- Knowledge and experience in the management of missions (e.g. MIPS).

B3 Competencies

The following competences will also be assessed:

- Ability to deliver high- quality services in a timely and independent manner.
- Very good numerical and analytical skills with a high level of accuracy and strong attention to detail.
- Excellent interpersonal and communication skills, with the ability to interact effectively at all levels of the organisation.
- Strong organisational skills, with the ability to meet deadlines, work effectively under pressure and respond fast, both independently and as part of a team.

Selection process

The recruiting manager, together with a staff committee representative and additional members if deemed necessary/useful, shall be responsible for reviewing the qualifications, experience and motivation of the applicants and draw up a list of candidates who will be invited to attend an interview.

A job interview will be organised for short listed candidates deemed most suitable for the job. The candidates shall be interviewed by the responsible Head of Unit and additional member(s) from the service if deemed necessary/useful. A member of the Staff Committee will also be present in an observer capacity to ensure fair and equal treatment. As F4E staff members will have already gone through more rigorous testing at the time of their original selection, the internal selection interview will be lighter than what is typically done for external procedures.

The shortlisted candidates will not be asked to sit a written/practical test.

No reserve list will be established for this selection. You will be informed of the outcome of your application and the selected candidate will be reassigned to the new unit without any impact on their contractual conditions.

The date of effect of the reassignment will be determined so as to limit any disruption of service as much as possible. It follows that the new duties may be delayed until such time that a solution has been found to replace the employee selected through the internal mobility procedure. The replacement solution may come either through a new internal selection procedure, through the use of a reassignment in the interest of the service or of a F4E Reserve list or the launch of an external procedure.

Please note that the selection panel's work and deliberations are strictly confidential and any contact with its members related to this selection is strictly forbidden.



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Submission of applications

Before submitting their application, candidates shall make sure that they fulfil all the eligibility and essential criteria as set out under point A and B of this notice.

Contract Agents interested in this post are invited to submit their application. 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 (a template 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.

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.

The online application process starts upon clicking this [F4E E-recruitment link](#).

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.

**Applications must be complete and validly submitted by the closing date for submission of applications,
no later than 16/09/2026 at 23h59, Barcelona time.**

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 us via the [“Contact Us” form](#). 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.

After submitting your application, you will receive an acknowledgement of receipt notification. Please note that email correspondence from F4E will be sent out via our e-recruitment system. We therefore ask you to regularly monitor your email inbox and spam. Emails will have the sender address “@f4e-jobs.gestmax.eu”.

Upon request from the Head of Unit, candidates who are called for an interview shall be ready to provide all relevant supporting documents (diplomas, certificates and other supporting documents) proving their working experience and corresponding to the information in the application.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate may be disqualified.

Applicants who consider that they have been adversely affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our [website](#).



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How is your data protected?

'Fusion for Energy' as the body responsible for organising the selection process, will ensure that applicants' 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 in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to us via the ["Contact Us" form](#) 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.

Should you have any query concerning the processing of your personal data, you shall send them to the following address: HR-DataProtection@f4e.europa.eu.