

CHIEF EXECUTIVE
COMMUNICATION

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To: CENTRAL NATIONAL POINTS OF CONTACT

Copy: Deputy Central Points of Contact, Brussels Points of Contact

EDA RECRUITMENT | EXTENSION OF DEADLINE FOR ONE (1) POST IN THE CORPORATE SERVICES DIRECTORATE

On 29/05/2026 we sent EDA Communication ref. EDA202605122 about the publication of the following vacancy in EDA:

Post title	Directorate	Contract type	Grade
Accounting Support Officer	CSD	CA	FGIV

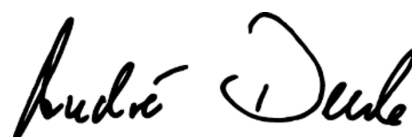
The closing date for applications is 02 July 2026. Due to the insufficient number of applications received for this post, the closing date is now extended.

**New deadline for applications:
03 September 2026**

Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. These details are also published on our internet site (www.eda.europa.eu) under "Jobs".

For the Agency to deliver upon its objectives, it needs to attract the highest level of competent staff. Especially for competences required from Ministries of Defence we need to have the support of Member States to promote EDA vacancy notices and to provide strong candidates.

I thus count on your collaboration to ensure the widest possible dissemination of these vacancies by your services.



André DENK

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Accounting Support Officer
Contract type	Contract agent
Group	FGIV
Grade	N.A.
Indicative starting date	01/11/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	03/09/2026

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

1. BACKGROUND

The European Defence Agency (EDA) was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

3. THE CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation. CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

We are looking for a dynamic, hands-on accounting professional with strong experience in general accounting – preferably in an EU or international public sector setting. The successful candidate will play a key role in supporting the EDA Accounting Officer in ensuring the swift, accurate and timely delivery of all tasks falling under the responsibility of the Accounting function in accordance with EDA's Financial Rules.

While reporting to the Head of Finance Unit, the role entails supporting the Accounting Officer in handling daily accounting operations (processing invoices, managing payables and receivables, performing reconciliations) across all Agency budget domains, as well as contributing to all activities related to the establishment of financial statements and reporting. In addition, the Accounting Support Officer ensures, under the guidance of the Accounting Officer, compliance with accounting standards. The successful candidate is expected to demonstrate a high level of expertise, rigour, autonomy and proactivity.

The Accounting Support Officer's main tasks include:

1. Accounting Operations and Treasury Management

The Accounting Support Officer contributes to the efficient execution of daytoday accounting activities, ensuring the accuracy and completeness of financial transactions. In particular, the role includes:

- implementing payments, collecting revenue and recovering amounts established as receivable;
- performing bank reconciliation and treasury management tasks;
- supporting the implementation and maintenance of the chart of accounts and accounting rules;
- ensuring the proper recording of transactions and maintaining a complete and reliable audit trail;
- reconciling asset management records with the accounting records.

2. Financial Reporting, Accounts and Compliance

The Accounting Support Officer supports the preparation and presentation of the Agency's accounts, ensuring compliance with the applicable financial framework and providing reliable financial information. In particular, the role includes:

- contributing to the preparation, establishment and presentation of the accounts in accordance with EDA Financial Rules;
- collecting and validating all necessary information to present a true and fair view of the Agency's financial position and budgetary implementation;
- actively supporting the annual closure of the accounts and liaising with all relevant internal stakeholders;
- assisting in the preparation and facilitation of audits of the annual accounts;
- ensuring regular reporting to tax authorities;
- supporting the drafting and maintenance of accounting policies and procedures, as well as adherence to accounting standards and best practices.

3. Governance, Advisory and Continuous Improvement

The Accounting Support Officer contributes to improving accounting processes and continuous improvements in this regard.

In particular, the role includes:

- contributing to the definition and enhancement of accounting processes and internal controls;
- responding to accounting-related queries, both internally and externally;
- providing advice and recommendations to ensure compliance with best practices in accounting;
- supporting the development, optimisation and documentation of accounting procedures & financial systems;
- undertaking additional tasks assigned by the Head of Finance Unit, in accordance with the needs of the service and respecting the principles of independence and segregation of duties.

Duties may evolve in line with the development of the EDA's structure and activities, as well as the decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma or be a graduate of a national or international Defence College.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

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.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another participating EU Member State, are not eligible.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process. To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. Essential

(1) Professional

The candidate will be required to demonstrate that he/she has:

- a university degree (or equivalent academic degree) in Business Administration, Finance, Economics or a related field with a specialisation in accounting;
- at least 4 years of relevant professional experience gained within the last 8 years (acquired after obtaining the qualification required as a condition of eligibility), having the tasks listed under DUTIES as principal tasks;
- proven hands-on experience in accrual-based accounting, including exposure to accounts payable and accounts receivable processes;
- demonstrated practical experience in financial reporting, financial statements and accounting systems;
- A very good command of written and spoken English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- ability to work in a team and independently in their area of responsibility;
- ability to work effectively in a multinational environment;
- excellent organisational skills;
- result-oriented and service-minded;
- strong analytical and problem-solving skills;
- strong motivation to perform general administrative duties;
- excellent communication and interpersonal skills;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following would be considered an advantage:

- solid professional experience as Deputy Accountant or Accounting Assistant within an EU Agency or EU Institution;
- very good knowledge of, and hands-on experience with the use of SAP or Microsoft Dynamics, demonstrated through professional experience or formal training;
- experience as a key user of Microsoft Power BI and/or SAP Business Objects;
- hold an internationally recognised accounting certification or professional qualification;
- proven professional experience in performing financial audits.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR CONTRACT AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

The Accounting Support Officer will be appointed by the Chief Executive. Recruitment will be as a member of the contractual

staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 5 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Contract Agent, grade FGIV. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 4.449,31€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

8. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

9. EQUAL OPPORTUNITIES

EDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Accounting Support Officer at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to

the competences required for the post.

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Staff members employed at EDA require a Personnel Security Clearance Certificate (PSCC). The process to obtain a PSCC can be initiated only by EDA on behalf of the staff member. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) N° 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>