

INTERNAL VACANCY NOTICE – Head of Budget and Finance Unit (AD9 – AD14)

Ref. eu-LISA/26/TA/AD9-AD14/15.2



Sector and Unit	Budget and Finance Unit / Corporate Services Department
Grade bracket	AD9-AD14 (Temporary Staff)
Place of Employment	Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
<u>Level of Security Clearance</u>	SECRET UE/EU SECRET
Deadline for Application	21 September 2026 ¹ 12:59 pm Tallinn time / 11:59 am Strasbourg time

About the unit

The Budget and Finance Unit is responsible for the Agency's financial and budgetary management, ensuring that financial resources are planned, allocated, implemented and monitored in accordance with the applicable regulatory framework and the principles of sound financial management. Through effective financial governance and integrated planning, the Unit supports the achievement of the Agency's strategic objectives while ensuring accountability, regulatory compliance, financial sustainability and the efficient use of resources.

The Unit coordinates the Agency's budgetary and financial management processes across the entire planning and implementation cycle. It oversees the preparation, execution and monitoring of the annual budget, coordinates multiannual and annual planning, and provides financial analysis and reporting to support strategic decision-making. The Unit also ensures the legality and regularity of financial transactions, supports budget owners and financial actors, manages the Agency's asset registration and inventory processes, and contributes to the preparation of statutory financial and budgetary reports for the Agency's governing bodies and EU institutions. Through the integration of operational, financial and resource planning, the Unit promotes a coherent planning framework that provides a single source of truth for the Agency's multiannual programming.

The Unit comprises two sectors with complementary responsibilities. The Financial Management Sector ensures the lawful and efficient implementation of the Agency's budget by coordinating financial operations, supporting financial actors, monitoring budget execution and managing the Agency's assets. The Planning and Monitoring Sector leads the Agency's integrated planning and budgeting processes, coordinating the preparation of multiannual and annual work programmes, budgets and resource planning, while monitoring budget implementation and planning performance to support effective governance and informed management decisions.

¹ Date of publication: 07 August 2026

About the job

As Head of the Budget and Finance Unit, reporting to the Head of the Corporate Services Department and acting as a member of the organisation's management team, you will lead the Agency's budgetary, financial, planning and monitoring functions. You will ensure that financial resources are managed in accordance with the principles of sound financial management and that integrated planning supports the Agency's operational delivery, strategic objectives and long-term sustainability.

In this capacity, you will position budget, finance and planning as key enablers of the Agency's mandate, strengthening strategic decision-making, transparency, accountability and organisational performance, while ensuring compliance with the applicable EU regulatory framework.

Your tasks will include a wide range of responsibilities that extend beyond the following list:

- Lead and manage the Budget and Finance Unit, fostering a high-performance culture based on engagement, empowerment and accountability, while ensuring effective staff development through regular feedback, coaching and mentoring.
- Define and implement the Agency's financial, budgetary and integrated planning strategy, ensuring alignment with the Agency's mission, objectives and values, and establishing clear governance, accountability and quality standards across financial and planning processes.
- Lead the preparation, coordination and monitoring of the Agency's annual and multiannual budgets, work programmes and resource planning processes, ensuring consistency between operational priorities, financial resources and staffing plans.
- Oversee the implementation and execution of the Agency's budget, ensuring legality, regularity, efficiency and cost-effectiveness in accordance with the EU Financial Regulation, the Agency's Financial Rules and applicable internal policies.
- Provide strategic financial advice to senior management, supporting informed decision-making on resource allocation, financial sustainability, investment priorities and organisational performance.
- Steer the Agency's integrated planning framework, ensuring a coherent "single source of truth" for multiannual programming, budget planning and performance monitoring across the organisation.
- Monitor and analyse budget implementation, financial performance and planning indicators, identifying risks, trends and opportunities, and ensuring timely reporting and corrective actions where necessary.
- Ensure the preparation of statutory budgetary and financial reports for the Management Board, EU institutions and other stakeholders, including reporting on budget implementation and financial management.
- Oversee the Agency's asset management framework, ensuring appropriate registration, inventory control, decommissioning procedures and compliance with accounting and financial rules.
- Ensure effective financial governance and internal control, including risk management, audit follow-up and continuous improvement of financial and planning processes.
- Drive the digitalisation and optimisation of budgetary, financial and planning processes, promoting data-driven management, efficiency, transparency and service quality across the organisation.

Eligibility criteria

To be eligible for recruitment and selection, you need to meet the following formal criteria, which need to be fulfilled by the deadline for applications:

General conditions

1. You produce the appropriate character requirements for the duties involved;
2. You are engaged within eu-LISA as Temporary Staff 2(f) in function group AD, grade 9-14, on the closing date for applications and on the day of filling the post.

Selection criteria

The suitability of candidates will be assessed against the following criteria during different stages of the selection procedure:

Leadership abilities

1. Proven ability to lead, motivate and develop teams, fostering a positive and engaging working culture and translating this into a clear mission, objectives and a strong organisational commitment.
2. Proven ability to shape the strategic direction and vision for the Unit, promoting organisational performance, continuous improvement and innovation, while leading the unit through organisational change and evolving priorities.
3. Proven ability to translate the Agency's strategic objectives into clear, measurable and achievable operational objectives for the unit, ensuring effective planning, prioritisation and delivery of results.
4. At least three (3) years of post-graduate management experience relevant to the position, with sound evidence of staff management, budget responsibility and organisational impact².

Experience

5. Extensive experience similar to the duties outlined in the section "About the job", preferably in an international or EU institutional context.

Education

6. University degree in finance, accounting, economics, business administration, public administration or another field relevant to the duties of the post.

² Candidates should clearly indicate for all years during which the management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

Language

7. Strong drafting and communication skills in English, both orally and in writing, at least at the C1³ level.

Soft Skills

8. Ability to act upon eu-LISA's [values](#) and guiding principles (We get the job done - We take ownership - We are all role models - We act together as one).
9. Strong communication and influencing skills, with the ability to build credibility and trusted relationships across the organisation and provide strategic advice to senior management and stakeholders.
10. Strong business partnering skills, with the ability to understand operational needs, balance them with financial stewardship, and develop pragmatic, compliant and value-adding solutions in collaboration with stakeholders.
11. Strong analytical and problem-solving skills, with the ability to interpret complex financial information, identify risks and opportunities, exercise sound judgement, and take timely, well-founded decisions under competing priorities.

Advantageous

12. Good knowledge of financial regulations and governance frameworks applicable to EU institutions, bodies and agencies or other international organisations.

³ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Application process and next steps

Ready to join us in building a safer Europe? Apply now!

Before submitting your application, you should carefully check whether you meet all eligibility requirements.

Please complete your application form via the e-recruitment platform [here](#). Due to the fact that this is an internal selection, one must select 'Internal' next to the 'Selection procedure type' field and click 'Search' [here](#).

It is in your interest to ensure that your application is accurate, thorough, and truthful. Your application should contain personal details, educational background, professional experience, language proficiency, motivation letter, and responses to pre-screening questions, if applicable. Candidates are requested to support their application with adequate, concise examples of their work experience and qualification, especially if not directly addressed in the duties listed in the application under professional experience.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by a candidate is false, they will be disqualified.

If a candidate reaches the final stage, they will be requested to supply documentary evidence in support of the statements that they made for this application.

If you encounter any difficulties during the application process or have any further questions, please do not hesitate to reach out to the Talent Acquisition Service. Feel free to send an email to eulisa-RECRUITMENT@eulisa.europa.eu.

Equal Opportunities Employer

As an equal opportunity employer, we are committed to recruit and value individuals with diverse backgrounds and experiences, and to foster an inclusive working environment, where everyone can be themselves. We encourage all suitably qualified and eligible candidates to apply regardless of their gender identity/expression, age, racial, ethnic and cultural background, religion and beliefs, sexual orientation, disability or neurodiversity.

Candidates requiring reasonable accommodation during any stage of the selection procedure (e.g. written tests or interviews) are invited to inform the Agency in advance. Supporting documentation may be requested where appropriate. We will make every reasonable effort to provide the necessary accommodations and to ensure your full and equal participation in the selection process.

Join our diverse team, where you will have the opportunity to grow both professionally and personally while enjoying the journey.

Selection procedure

The selection procedure includes the following steps:

- A Selection Committee, designated by the Appointing Authority, is established for the selection procedure.
- Each application is checked to verify whether the candidate meets the eligibility criteria.
- All eligible applications are evaluated by the Selection Committee based on a combination of certain selection criteria defined in the Vacancy Notice. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure. Candidates must receive at least 70% of the maximum scores in the CV screening phase.
- The quality of the information provided by the candidate in their application is of utmost importance. Candidates are requested to support their application with adequate, concise examples of their work experience, and qualification, especially if not directly addressed in the duties listed in the application under professional experience.
- Once the list of the most qualified candidates is determined, a preliminary assessment may take place (e.g., a remote written test)⁴ prior to the shortlist phase.
- The most qualified candidates will be invited to the shortlist phase⁵ in which the Selection Committee scores the candidates in accordance with the selection criteria. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure.
- The shortlist phase consists of a shortlist interview, which may be complemented by a written test. Candidates may also be required to prepare a presentation on a topic to be presented during the shortlist phase, which would be evaluated as part of the shortlist interview.
- Following the shortlist interviews and written tests (including a possible presentation), the Selection Committee draws up a non-ranked list of the most qualified candidates and proposes it to the Appointing Authority.
- In order to be included in the list of most qualified candidates, candidates must receive at least 70% of the maximum scores in the shortlist phase.
- All candidates included in the list of most qualified candidates will be invited to undergo the Assessment Centre activities⁶. A report is produced by the Assessment Centre provider for each candidate and shared with the Appointing Authority. The Appointing Authority takes into utmost account the opinion of the Assessment Centre during the interview and the final selection decision.
- The Appointing Authority and two (2) members of the management will conduct a final round of interviews with candidates in the list.

⁴ The Selection Committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate.

⁵ Same applies as per previous footnote.

⁶ These candidates shall take part in an Assessment Centre, unless they have already taken part in such an Assessment Centre in the course of the two years preceding the closing date for the receipt of applications. If a candidate has taken part in an Assessment Centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at his request be admitted to the Assessment Centre.

- The interviews (including possible presentation), the written test as well as the Assessment Centre are predominantly conducted in English⁷. The Appointing Authority may choose from the list a candidate whom to engage for a job.
- All shortlisted candidates will be informed about the outcome of the selection process

Please note that the Selection Committee's work and deliberations are strictly confidential. Any contact with its members linked to this selection procedure is strictly prohibited.

English is eu-LISA's working language. Any communication related to the selection procedure will be fully conducted in English.

Assignment and conditions of employment

The selected candidate will be assigned by the Authority Authorised to Conclude Contracts of employment from the final list of suitable candidates. Once the candidate receives an assignment offer, they may be required to accept the offer within a short timeframe and be available to start the contract as agreed with their line manager.

The successful candidate will be assigned to the new post according to the assignment decision without an impact on their current contract (with an amendment to the employment contract). Internal successful candidates who are appointed for the first time to a managerial position shall be subject to a managerial trial period of nine (9) months. Upon successful completion of this trial period, the appointment shall be confirmed in accordance with the applicable rules.

All selected candidates may be required to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (SECRET UE/EU SECRET) depending on the specific job profile and the need-to-know requirements. Failure to obtain the required security clearance certificate from the candidate's National Security Authority, either during or after the expiration of the probationary period, will give eu-LISA the right to terminate any applicable employment contract where the security clearance is a requirement.

Protection of personal data

eu-LISA ensures that candidates' personal data is processed in accordance with Regulation (EU) No 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 data⁸.

⁷ As English is eu-LISA's working language, the selection procedure will be predominantly conducted in English, except when English is the mother tongue of a candidate or when the mother tongue of the candidate is not an official language of the European Union. In these cases, some of the interview and/or written test questions may be asked in the language indicated as their 2nd EU language.

⁸ Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39.

The legal basis for the selection procedure of Temporary Staff (TA 2(f)) are defined in the Conditions of Employment of Other Servants of the European Communities⁹.

The purpose of processing personal data is to enable selection procedures.

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit ('HRU'). The controller, in practice, for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the candidates will be accessible for a limited number of authorised HRU personnel, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal personnel of eu-LISA.

Almost all fields in the Application Form are mandatory; the answers provided by the candidates in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. eu-LISA's data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for two (2) years after which time they are destroyed;
- for candidates included in a reserve list but not recruited: data is kept for the period of validity of the reserve list + one (1) year after which time it is destroyed;
- for recruited candidates: data is kept for a period of ten (10) years as of the termination of employment or as of the last pension payment after which time it is destroyed.

All candidates may exercise their right of access to and rectification or erasure of their personal data or restriction of processing.

In the case of identification data, candidates can rectify the data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications.

Any substantiated query concerning the processing of the candidate's personal data should be addressed to the eu-LISA's HRU (eulisa-RECRUITMENT@eulisa.europa.eu).

Candidates may have recourse at any time to eu-LISA's Data Protection Officer (dpo@eulisa.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu).

Appeal procedure

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, to the following address:

⁹ CEOS, in particular the provisions governing conditions of engagement in Title II.

eu-LISA

(European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice)

Vesilennuki 5

10415 Tallinn, Estonia

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act adversely affecting them.

