

ERCEA VACANCY NOTICE

The European Research Council Executive Agency (ERCEA), located in Brussels, Belgium, supports the work of the European Research Council (ERC).

The ERC, set up by the European Union in 2007, is the premier European funding organisation for excellent frontier research. It funds creative researchers of any nationality and age, to run projects based across Europe. The ERC offers four core grant schemes: [Starting Grants](#), [Consolidator Grants](#), [Advanced Grants](#) and [Synergy Grants](#). With its additional [Proof of Concept](#) Grant scheme, the ERC helps grantees to bridge the gap between their pioneering research and early phases of its commercialisation. The ERC is led by an independent governing body, the [Scientific Council](#). Maria Leptin has been the President of the ERC since November 2021. The overall ERC budget from 2021 to 2027 is more than €16 billion, as part of the [Horizon Europe](#) programme, which is under the responsibility of Ekaterina Zaharieva, European Commissioner for Startups, Research and Innovation.

Since the creation of the Agency, some 15 000 researchers at various stages of their careers have been supported.

The ERCEA is establishing a Reserve List of qualified candidates from which to hire for the position of:

Financial Adviser - Audit Liaison

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|--------------------------|---|
| REFERENCE | ERCEA/CAJM/250/2025 |
| CONTRACT TYPE | Contract Agent 3(a) - Function Group IV (full-time) |
| DEADLINE FOR APPLICATION | 16 October 2025 by 12:00 (midday) Brussels time. |

POSITION

The Financial Adviser - Audit Liaison would join the Grant Management, Audits Liaison & Implementation of Audits Coordination Unit of the ERCEA Grant Management Department. This unit is responsible for the management of ERC Grants and for providing administrative and financial support in pursuing the department's goals and in the interest of its beneficiaries in relation to ERC Grants. The main operational tasks are related to the preparation of the grant agreements, processing of amendments, processing of interim and final financial reports and payments.

Within this unit, the Financial Adviser - Audit Liaison would become a member of the Audit Liaison, Coordination and BPO, Financial Operations Sector. Within this sector the jobholder will be part of the team that coordinates the audit related activities on behalf of the Agency with the Common Audit Service and with the Court of Auditors. The team provides support to the ERCEA Grant Management Department in the implementation of the audit results and management of contestations of the audit results.

JOB DESCRIPTION

The Financial Adviser - Audit Liaison would have a dual role, encompassing responsibilities in Audit Liaison with the ex-post control function, and as Financial Adviser in the Grant Management function in the implementation of the ERC programme.

In the Audit Liaison function, the jobholder ensures coordination between the Agency and the audit services (Common Audit Service / European Court of Auditors) throughout all phases of the audit lifecycle: from the planning and selection of audits, through consultations on preliminary / draft audit reports, to the analysis of the audit results and support for their implementation.

The role also includes coordination with auditors and other granting authorities in relation to sensitive audit cases and the extension of the audit results. To carry out these tasks, the jobholder will apply their knowledge of the audit procedures and methodology used by the audit services, such as outlined in the HE Audit Strategy, HE Multi-Annual Audit Plan, and Indicative Audit Programme for EU funding programmes.

In relation to the audit expertise, the jobholder will be regularly consulted to provide advice and guidance to colleagues and beneficiaries on financial and contractual matters (e.g. interpreting cost eligibility rules according to the applicable annotated model grant agreements). Based on their expertise, the jobholder may have a role as verifier in the Grant Management processes and / or could be assigned horizontal tasks at the unit level.

In the Grant Management function, the jobholder will be assigned a portfolio of ERC projects, with the responsibility of the monitoring and execution of the full scope of the grant lifecycle tasks. The majority of those tasks are performed in the role of initiator in the grant agreement preparation, amendment and reporting / payment processes, using corporate tools such as Compass, Sigma, Summa and in line with the Agencies' procedures and guidelines.

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria by the deadline for application (including those referred to in Article 82.2(b) and 82.3 of the CEOS):

- a) Be employed as Contract staff 3(a) or 3(b) for at least three continuous years¹ within the Executive Agencies, the European Commission and its departments and administrative offices, at the time of submitting the application and continue being employed at the time of recruitment²; AND
- b) Be employed in the same Function Group as the published post (FG IV) and have successfully passed the equivalent EPSO FG IV level selection tests.

Applicants are required to demonstrate the fulfilment of the above-mentioned criteria by submitting SYSPER information or their contract(s) together with the application.

The selection process shall be conducted in two phases, as described in Article 14 of the General Implementing Provisions ([Commission Decision C\(2017\)6760 of 16 October 2017](#)).

¹ The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

² Candidates currently working for EEAS are not eligible - https://ec.europa.eu/info/departments_en.

SELECTION CRITERIA

Candidates need to make explicitly clear in their application how and to what extent they meet the selection criteria. The applications of candidates that do not meet one or more of the essential selection criteria will not be evaluated further. Candidates must fulfil the following selection criteria by the deadline for application:

Essential selection criteria

- Completed University degree at master's level.
- At least 2 years of professional experience in financial audits.
- Knowledge of English at level C1, according to the [Common European Framework of Reference for Languages](#)³.

Advantageous selection criteria

The successful candidates will demonstrate a combination of audit expertise and financial project management skills, particularly in the context of EU-funded research programmes. The following advantageous selection criteria will be used to assess the candidates who fulfill the essential selection criteria:

- Sound knowledge of EU financial regulation, audit procedures, and compliance rules applicable to research and innovation funding (e.g. Horizon Europe Model Grant Agreement).
- Experience in conducting or supporting audits of EU-funded projects, with additional advantage for experience in financial audits of the EU research programmes (e.g. Horizon 2020), including financial verification, control of supporting documents and corrective action follow-up.
- Ability to interpret and apply EU grant agreement provisions, eligibility rules, and reporting requirements in practice.
- Familiarity with project lifecycle management and financial management systems and tools commonly used in EU-funded projects and in particular in EU research programmes, such as Sygma and Compass.
- Ability to manage and coordinate financial aspects of multiple projects simultaneously.
- Ability to ensure timely and accurate analysis of EU-funded research projects financial reports, both interim and final, including budget monitoring, cost eligibility assessment and related financial risk assessment.
- A recognised professional qualification in audit, financial control, or project management (e.g., CIA, CPA, ACCA, PMP).

Job-related competencies

- Strong analytical skills to interpret eligibility criteria in relation to complex financial information and audit findings.
- Proactive problem solver with ability to deliver quality results individually and in a team, while working in a multicultural environment.
- Ability to communicate complex matters clearly and concisely both verbally and in writing.
- Ability to work well under pressure with attention to detail and to prioritise competing deadlines effectively.
- High integrity and discretion in handling sensitive financial and audit information.

³ English is the working language of the ERCEA and is generally considered to be the lingua franca of the scientific community.

HOW TO APPLY

If you are interested in applying, please send the following documents by 16 October 2025 by 12:00 (midday) Brussels time to ERC-SELECTION@ec.europa.eu:

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| 1 | Your 2-page CV In English and saved in PDF with the title FAMILY NAME – ERCEA-CAJM-250-2025 – CV. |
| 2 | Your motivation letter In English and saved in PDF with the title FAMILY NAME – ERCEA-CAJM-250-2025 – Motivation letter. |
| 3 | Information extracted from SYSPER or contract(s) to demonstrate the fulfilment of the eligibility criteria. |

If the application has been submitted successfully, candidates will receive a confirmation e-mail within three working days. Candidates are strongly advised not to leave the submission process to the last minute. The ERCEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties. In the case of multiple submissions, only the latest valid and complete application will be considered. Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application. Candidates will be disqualified if they do not:

- Comply with the conditions of application.
- Send their application by the deadline.
- Send a complete application including all requested elements.
- Complete the application in English.
- If it is established at any point in time that the information in an application has been falsified, candidates will be disqualified from the selection process.

At any stage of the selection, the ERCEA can request candidates to present, for example, certified copies of degrees, diplomas, references, proof of experience. These documents should not be sent during the selection process, except upon request of the ERCEA.

STEPS OF THE SELECTION PROCESS

All correspondence regarding this Vacancy Notice will be in English and will be sent to the e-mail from which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu. The selection process is expected to be completed by end of November 2025.

Admission to the selection process

Upon the closure of the publication window, the candidates' eligibility will be checked by the HR Team based on the information included in the application in line with the eligibility criteria elaborated above.

Assessment of the applications

The recruiting service will conduct the shortlisting of eligible applications in line with the essential and advantageous selection criteria elaborated above.

Interview

The testing phase at the ERCEA consists of an interview and possible written exercise to check specific skills required for the job, conducted remotely in English. The exact testing modalities will be outlined in the interview. The interviews are planned to take place in November 2025. As a general rule, the dates set by the ERCEA cannot be changed at the candidate's request.

Selection Committee

The ERCEA Director will appoint a Selection Committee. The names of the Selection Committee members will be communicated to the candidates invited to interviews.

Under no circumstances should candidates approach the Selection Committee or the recruiting service, either directly or indirectly concerning this selection process. The ERCEA Director reserves the right to disqualify any candidate who disregards these instructions. In assessing candidates' merits, the Selection Committee shall observe the principle of equal treatment.

Reserve List

Candidates who succeed in the interview and possible written exercise will be included on a Reserve List initially valid for at least two years, with the possibility of extension:

- The Reserve List will be approved by the ERCEA Director and will include the candidates who meet the evaluation criteria and listed alphabetically.
- Candidates included on the Reserve List could be offered a job when there is a vacancy for which their profile is suitable and subject to reference checks.
- The inclusion on the Reserve List does not imply any entitlement to employment.

EMPLOYMENT CONDITIONS

The candidates on the Reserve List may be offered a contract with the ERCEA under the following terms:

- Engagement as Contract Agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in Function Group IV.
- One-year contract, with the possibility of renewal. A contract of indefinite duration can be offered after two fixed-term contracts of one year each.
- A basic salary (before EU Institutions' tax⁴) between 4.319,72 EUR and 6.256,88 EUR depending on the length of the professional experience. On top of the basic salary, the remuneration package may include further monthly allowances (an expatriation allowance amounting to 16% in addition to the basic salary; a household allowance; etc.). *For example, a Project Adviser who has six years of professional experience after the qualifying degree, who is single, and who is entitled to an expatriation allowance, earns an estimated monthly net salary of 4.651,72 EUR.*
- The place of employment is Brussels, Belgium.
- Generous leave entitlements; recuperation of overtime worked; flexible working hours; full international health insurance.
- Coverage under the European Union Institutions' Joint Sickness Insurance Scheme; access to the European Union's pension plan after ten years of service.
- Free access to a European School and access to childcare facilities of the European Commission.
- The ERCEA cares about well-being and offers ample opportunities for personal and professional learning and development.

⁴ Note that the salary is not subject to national taxation.

EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. The ERCEA applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, as per Article 1(d)(1) of the Staff Regulations.

PROTECTION OF PERSONAL DATA

The ERCEA ensures 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 (Official Journal of the European Communities, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data. Candidates are invited to carefully read the [Data Protection Notice](#), which provides useful information about the processing of their personal data and relevant rights.

APPEAL PROCEDURES

In assessing candidates' merits, Selection Committees observe the principle of equal treatment. If candidates nevertheless believe that one of these principles has not been applied in their case, they have the right, within 10 calendar days from the date when they receive notification of the decision that was sent to them, to request a review at ERC-SELECTION@ec.europa.eu.

If, at any stage of the selection, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can, within three months from the date on which candidates are notified of the act adversely affecting them, lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations at ERC-SELECTION@ec.europa.eu.

More information on appeal procedures may be found [here](#).