EUROPEAN UNION
DELEGATION OF THE EUROPEAN UNION
TO BARBADOS, THE EASTERN CARIBBEAN STATES AND THE OECS
COVERING RELATIONS WITH THE EU'S CARIBBEAN OVERSEAS COUNTRIES AND TERRITORIES

VACANCY NOTICE

JOB TITLE: BUDGET/ACCOUNTING ASSISTANT

Ref: 517548 -REGIONAL PARTNERSHIPS UNIT

EMPLOYEE STATUS: LOCAL AGENT
JOB PROFILE: BUDGET / ACCOUNTING ASSISTANT (FUNCTION GROUP II)
CONTRACT TYPE: FIXED-TERM CONTRACT
WORKING TIME: FULL TIME (37.5 WEEKLY HOURS)
LOCATION: BRIDGETOWN, BARBADOS

Date: 20 November, 2026

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an **important** role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories, works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with Barbados, the Eastern Caribbean States and OECS covering relations with the EU's Caribbean Overseas Countries and Territories in areas that are part of the EU's remit.

We offer

The post of Budget/Accounts Assistant in the Delegation's Regional Partnerships Unit, which consists of 10 people. Under this post, the selected candidate will be attributed functions depending on the evolving needs of the EU and its diplomatic representations. The selected candidate will serve under the supervision and responsibility of the Head of Delegation and the direct responsibility of the Head and the Deputy Head of the Regional Partnerships Unit, in the framework of the implementation of actions and global gateway initiatives within the MIP 2021-2027, providing support, expertise and assistance in finance, accounting, contract, and auditing.

The following main tasks and duties are currently required:

FINANCE, CONTRACTS and ACCOUNTING - Financial and contractual co-ordination

- Provide advice on financial and legal matters to the staff in the operational section(s) of the Delegation.
- Assist in providing comments to draft financing agreements and grants.
- Assist in tender openings and evaluations and represent the Delegation in local tender procedures as observer.
- Draft financial/legal aspects of contracts, draft documents linked to the Delegation's operations.

FINANCE, CONTRACTS and ACCOUNTING - Financial and contractual encoding/verification

- Encode/verify all financial and legal transactions related to the implementation of projects (commitments, payments, recoveries, de-commitments).
- Verify supporting documents related to all financial and legal transactions of the section.
- Control and verify tender procedures.
- Verify grant agreements, financing agreements and awarded contracts.
- Advise on sound legal and financial management.

AUDIT, CONTROL and INSPECTION - Support and follow-up

- Provide assistance for "on the spot" control and audit missions.
- Assist in the follow-up to audit reports and discharge procedures.
- Assist in the preparation and evaluation of own audit programmes.

The selected candidate will be offered a fixed-term contract of local agent with the job profile of Budget /Accounts Assistant (Function Group II). The contract has a duration of 24 months, with a possibility of renewal under reserve of budgetary availabilities and operational considerations. For internal candidates already holding an indefinite-term contract, alternative contractual arrangements may apply in accordance with institutional policies.

The post requires to perform 37.5 weekly hours (full time employment), and may involve occasional atypical hours (evening, weekend) or travel for work missions.

The base salary will depend on relevant and verified employment experience acquired after the date on which the selected candidate obtained the educational qualification indicated in the eligibility criteria, typically starting from BBD 7092 to BBD 11 919 (last step) for two years of experience. There is a competitive benefits package, subject to certain conditions, including flexitime management, health coverage, full 13th month salary and a retirement savings plan.

Local Agent conditions apply to this post. CARICOM citizens are eligible and should possess the CARICOM Skills Certificate (where applicable).

Minimum requirements/eligibility criteria (necessary for the application to be considered)

- ❒ A university degree (Bachelor's degree or equivalent, corresponding to ISCED level 6) in accounting, finance, economics, law or a related field;
- ❒ At least two years of relevant professional experience, acquired after obtaining the above-mentioned degree, in one or more of the following areas: financial and/or accounting matters, contract management, legal matters or auditing;
- ❒ OR, in the absence of the above-mentioned university degree, at least seven years of relevant professional experience in the areas listed above;
- ❒ Excellent command of English, both spoken and written;
- ❒ Legal entitlement to reside and work in Barbados.

Assets/selection criteria (basis for awarding points to select the best applicant)

- ❒ A professional qualification (e.g. ACCA), a Master's degree or a postgraduate qualification in accounting, finance, economics, law or a related field would be considered an asset.

- ❒ Previous professional experience working on European Union-funded projects or within an international organisation would be considered an asset.

HOW TO APPLY:

Please send your CV and cover letter in English and in PDF format via email to:

eeasjobs-147@eeas.europa.eu

Deadline for sending application: 07/12/2026 .

Candidates must draft their CV using the Europass CV, which can be found at the following internet address: https://europass.europa.eu/en/create-europass-cv

Late or incomplete applications will not be accepted.

The Selection Committee set up for the purpose of the recruitment procedure will make a pre-selection on the basis of the qualifications and professional experience described in the CV and cover letter, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post.

Depending on the number of the shortlisted candidates, and the nature of the post, successive phases of selection may include practical testing and interviews.

Please note that only candidates admitted to each successive selection phase will be contacted individually. The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

Please note that the final offer of employment is conditional upon successful completion of a medical check and a background verification process.

Candidates who wish to lodge a complaint regarding the recruitment process may submit a written communication to the email address to which they sent the initial application.

EQUAL OPPORTUNITIES

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality, preventing discrimination on any grounds and ensuring a zero-tolerance approach to any form of harassment. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the Delegation to the email address to which they sent the initial application in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate their special needs to the working place or working conditions in accordance with Article 4 of the Decision ADMIN(2025)13 of the Director-General for Resource Management of the European External Action Service on providing reasonable accommodation for local staff with disabilities working in Union Delegations.

DATA PROTECTION

https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en