



EUROPEAN UNION

DELEGATION OF THE EUROPEAN UNION
TO BARBADOS, THE EASTERN CARIBBEAN STATES AND THE OECS

VACANCY NOTICE

JOB TITLE: BUDGET/ACCOUNTING ASSISTANT

LOCAL AGENT GROUP II

Ref: 511858 -FINANCE, CONTRACTS AND AUDIT SECTION

Date: 23 March, 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 to Barbados, the Eastern Caribbean States and the OECS 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 governments in areas that are part of the EU's remit.

We offer

The post of **Budget/Accounting Assistant (Local Agent, Group II)** in the Delegation's Finance, Contracts and Audit Section, under an initial fixed-term employment contract of a duration of two (2) years with the possibility of renewal under reserve of budgetary availabilities and operational considerations. For internal candidates holding an indefinite-term contract, alternative contractual arrangements may apply in accordance with institutional policies. The team consists of 10 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful 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 Finance, Contracts and Audit Section, in the framework of the implementation of actions and global gateway initiatives within the MIP 2021-2027.



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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 base salary will depend on relevant and verified employment experience, typically starting from BBD 6322 to BBD 10 989 (last step). There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances, 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)

- Must hold a certificate/diploma in accounting, finance, economics or law.
- Must have minimum of 2 years' working experience in the areas of financial/accounting matters and/or contract management, and/or legal work, and/or in audits. The professional experience must be acquired after the date on which the qualification allowing access to the post was obtained.
- Excellent command of English (C2 level) oral and written



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

- ACCA, Bachelor University degree, Master's degree or Postgraduate degree in accounting, finance, economics or law would be considered an asset.
- Previous experience in an European Union project or in an international organisation would be an asset.
- Ability to work effectively in a multicultural and multilingual team environment.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint etc.).

HOW TO APPLY:

The applicant must apply by sending in pdf format

- a **cover letter**, signed
- a **Curriculum Vitæ** (to include, at the minimum, start and end dates of employment, exact job titles, employers names and detailed tasks descriptions) preferably using the Europass format/template

all documents to the following email address:

eeasjobs-215@eeas.europa.eu

and mention in the email' subject:

“ Ref: 511858 – budget accounting assistant”

no later than 23 April, 2026

Caution: The applicant must verify that he/she fulfils all the conditions. For easy verification, the applicant must mark all the squares relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV; practical testing and interviews. At least 3 of the best candidates will be invited to the final phase of the selection process.

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.

The successful candidate will be subject to a medical check.



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Candidates who wish to lodge a complaint regarding the recruitment process may submit a written communication to the functional mailbox to which they sent the initial application. Upon receipt, the Delegation will review the matter and, where appropriate, consult Headquarters before providing a response.

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 (delegation-barbados-hoa@eeas.europa.eu) 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 his or her special needs to the working place or working conditions in accordance with Art 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 NOTICE:

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