



We are seeking to appoint as soon as possible

A Tax Analyst

Occupational category¹: 2.11 Tax Analyst at the Office of the Secretary-General (OSG)
Permanent full-time post (37h30/week)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 29,000 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools system.

Description of the function:

Under the direction of the Head of the Accounts Unit and the Head of the Tax team, the function of the Tax Analyst will consist of:

- Responding to the correct application of the final differential adjustment set by Article 49(2)(c) of the Seconded Staff Regulations. The differential adjustment consists of an increase or reduction in the additional remuneration paid by the European Schools, to compensate for the differences between the members of seconded staff resulting from the sums levied as tax on the national salary.

Main Duties:

- The Tax Analyst issues final differential adjustment calculations for seconded staff following a defined and harmonised procedure
- He/she establishes programmes translated into an Excel file system for each EU nationality. Each programme contains an in-depth analysis of the different national taxes while ensuring the same treatment for all nationalities. The Tax Analyst is also involved in the annual update of these programmes in accordance with changes in national tax legislation. The Tax Analyst draws up comparative procedures between the different national taxes on common topics.
- He/she develops a system of tax monitoring through a database enabling an overview of taxation in each Member State of the European Union. Taxation is a complex subject that is constantly evolving: each year, the tax legislation of the various Member States evolves and implies that the staff responsible for differential adjustment have an excellent knowledge of this area. The Tax Analyst must ensure that each national tax is read in the same way.
- The Tax Analyst draws up relevant expert reports which are all the more crucial given that seconded staff have the power to bring appeals in this area before the Complaints Board of the European Schools, in which case the Tax Analyst provides the Secretary-General with assistance in his or her area of competence.
- In particular, the tax cell provides an interface with the Schools, which must be able to benefit from the support of the tax cell for any tax matter falling within its field of intervention.
- The Tax Analyst gives impetus to the need for new procedures concerning the tax unit for the evolution of the treatment of final differential adjustment calculations.
- The Tax Analyst shall be responsible for the tax files of the seconded staff members, exclusively in the context of the application of Article 49(2)(c) by ensuring the establishment of calculations of final annual differential adjustments.

¹ <https://www.eursec.eu/BasicTexts/2007-D-153-en-18.pdf> (pages 29 and 31, grades 4-6).

Profile required:

- Holder of a **bachelor' degree (minimum 3 years** of higher education), **specialization required in the field of taxation**
- **At least 1 year of relevant and solid professional experience in the field of taxation** (experience of more than 3 years is an asset)
- In-depth knowledge of the taxation of the individual (natural person) of at least one EU Member State
- ICT skills:
 - o Good command of Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc.)
- Soft skills:
 - Communication
 - o Ability to understand and to make oneself understood: the approach to sensitive matters specific to taxation requires particularly fine and skillful communication skills. Contact with various interlocutors and/or through the various means of communication is often necessary in order to resolve and clarify certain complex tax situations.
 - Service culture
 - o Ability to work impartially and uniformly in a neutral manner: the function requires the ability to be critical in order to ensure that the files of seconded staff members, regardless of their nationality, are handled in the same way.
 - o Ability to identify and retain confidential information; essential requirement given the nature of the personal data processed by the tax unit.
 - Intellectual/problem-solving and discernment
 - o Ability to prepare and/or make decisions: the Tax Analyst must make decisions or judgments on diverse and personal situations. Each case or task dealt with is specific to a given situation of the seconded staff. The opportunity for the seconded staff member to lodge an appeal regarding the application of Article 49(2)(c) of the Seconded Staff Regulations therefore requires vigilance and a spirit of analysis that is more than necessary to enable compliance with the rules in force.
 - o Ability to take initiatives and act proactively: the Tax Analyst must have a spirit of initiative to anticipate tax issues related to legislative developments and must be able to ensure the proper proactive management of the unit by remaining vigilant on particularly complex tax issues.
 - Teamwork
 - o Close collaboration between tax practitioners to ensure a uniform interpretation of the analysis of the different files.
 - Organisational
 - o Structured person with a rigorous organization of work and demonstrating precision
 - o Good capacity to manage workload and work priorities: target of annual number of files to be processed
- **Proficient user of French or English** (minimum level **C1** defined by the [Common European Framework of Reference for Languages](#)) and **independent user** of the other language (minimum level **B1** defined by the CEFR)
- Knowledge of other languages of the European Union is an asset

We offer:

- **A permanent contract** under the conditions provided by Belgian labour and social law
- A challenging position in an international team
- Possibilities for professional development
- A gross monthly salary of **minimum € 5.943,88 and maximum € 8.154,09** depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)

- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)
- Free schooling in the European Schools for children of OSG employees

Interested? Please follow the instructions below.

Step 1: Fill out the **online form** [here](#)

Step 2: Send your **application** (your motivation letter, CV preferably in [Europass](#) format and a copy of the requested diploma) to OSG-RECRUITMENT@EURSC.EU by **29 April 2026** at the latest.

The 'subject' of the email has to be filled in as follows:

Tax analyst – Last Name and First name (example: Tax analyst – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: Tax analyst – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.