



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version337499 in *NEAR.R.4*  
Valid from27/06/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Finance and Contracts Assistant - Financial Initiating Agent (FIA)

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, to assist in the implementation and control of financial transactions and contractual aspects of programmes and projects related within the portfolio managed by DG NEAR's Directorate R, Unit R.4 "Contracts and Finance Neighborhood".

**Legal disclaimer**

## **Functions and duties**

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Analyse the financial and contractual aspects of the proposed implementation modalities of Annual Action Programmes to ensure legality and regularity with respect to the applicable rules and regulations and provide adequate advice to the operational team (also on mainstreaming blending operations).*
- *Analyse the financial and contractual aspects of Financing Agreements and, where relevant, their subsequent amendments.*
- *Check the correctness of the global commitments initiated in CRIS/ABAC/SUMMA/OPSYS.*

### + PROCUREMENT and CONTRACT MANAGEMENT

- *Advise operational team on procurement and grant procedures.*
- *Provide advice on new forms of financing, including result base financing, blending and where applicable financial instruments and budgetary guarantees.*
- *Participate in the preparation of the calls for proposals guidelines and tender files and dossiers in accordance with the approved financial circuits (routing slips, checklists, encoding in CRIS, OPSYS, PPMT, ABAC, SUMMA archiving).*
- *Participate in evaluation committees for the selection and the award of contracts and grants.*
- *Prepare evaluation reports of tenders and calls for proposals.*
- *Participate in the preparation of contracts and addenda in line with the financial circuits (routing slips, checklists, encoding in CRIS, OPSYS, PPMT, ABAC, SUMMA, archiving).*

### + BUDGET and FINANCE

- *Create legal entity files (LEF) and Bank account files (FIF).*
- *Participate in the analysis of requests for payment, and payment of advance payments in line with the financial circuits (routing slips, checklists, encoding in ABAC, SUMMA, OPSYS, archiving).*
- *Other tasks: prepare letters, notes for the file, monitoring tables, etc...*
- *Monitor the implementation dates of the contracts, drawing the attention of the operational team to potential decommitments and closures.*
- *Participate in the preparation of closure files according to the approved financial circuits (routing slips, checklists, encoding in CRIS, ABAC, SUMMA, OPSYS, archiving).*
- *Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines.*

### + AUDIT, CONTROL and INSPECTION

- *Provide assistance for "on the spot" and audit missions.*
- *Follow up audited contracts.*
- *Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors.*

### + INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the HOU/HoS and with the help of the DMO correspondent in the Delegation.*
- *Correct encoding in CRIS, ABAC, SUMMA, OPSYS, PPMT, including uploading of documents.*
- *Correct use of ARES.*

## Job requirements

### Experience"

#### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 1 year

Qualifier:an advantage

Experience within the EU institutions, an EU Delegation or one of the agencies would be an advantage. Knowledge of the management information systems CRIS, ABAC, SUMMA, OPSYS, PPMT is an advantage. Background in accounting, economics, finance, law, audit (any of) would be an asset

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

### Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - Analysis of financial documents*
  - Financial information systems*
  - BUDGET and FINANCE**
    - Budgetary rules and procedures*
    - Financial circuits*
    - Preparation of financial dossiers*
    - Rules and procedures relating to grants*
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - Calls for proposals and evaluation/selection process*
  - CONTRACT MANAGEMENT**
    - Rules and procedures relating to the preparation of contracts*
  - ACCOUNTING**
    - Rules and procedures relating to recovery activities*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*  
*Numeracy*
- *Communicating*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*  
*Client orientation*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Perseverance*
- *Working with Others*  
*Ability to work in a team*  
*Knowledge sharing*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### Job related issues

- Atypical working hours
- Specialised Job

#### Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

### Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

### Other

*Comments:*