EUROPEAN COMMISSION
Job Description Form

Job description version6 *(Active)*
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Valid from28/01/2021until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer - Audit Task Manager

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Act as Audit Task Manager (ATM), under the supervision of the Head of Section, responsible for the preparation of the Annual Audit Plan, its implementation and its follow-up in the Delegation's area of responsibility. Act as the section's focal point for audit and internal control issues in his/ her field and carry out any horizontal tasks assigned to him/ her within the section (annual control plan, accounting quality, forecast, EAMR…).

Functions and duties

+ *AUDIT, CONTROL and INSPECTION*

- *Establishment of the Annual Audit Plan and modification requests based on the methodology and risk assessment guidelines*
- *Management of the audit/verification contracting process (Terms of Reference, Request for Services, offers, evaluation, award, audit contract initiation, monitoring and closure)*
- *Coordination of audit/verification implementation with all relevant actors (auditors, auditees and the responsible financial and operational agents of the audited contract in the Delegation)*
- *Close monitoring of the audit/verification reporting (submission of draft, pre-final and final versions of audit/verification reports)*
- *Analysis and provision of consolidated comments (ATM, responsible operational and financial agents) to the auditors in the establishment of the reports/audit findings and monitoring of the implementation of audit plans in view of audit-related KPIs*
- *Follow-up of appropriate implementation of the audit findings/Action Plan through recovery of ineligible expenditure identified by audits/verifications, including of the non-financial findings if applicable and provision of audit advice within the Delegation*

+ *BUDGET and FINANCE*

- *Managing the complete tender and contracting process for external audits and verifications*
- *Contributing to the forecasting exercise of audit/verification contracts*
- *Support the Head of Section in the preparation of the forecast exercise*
- *Coordinate the accounting quality exercises*

+ *BUDGET and FINANCE*

- *Preparing and approving payments of audit/verification contracts, ensuring that they are financially and procedurally correct*
- *Encoding data and ensuring quality and completeness of data and the required documentation in CRIS, OPSYS, ARES and Audit Module*

+ *BUDGET and FINANCE*

- *Prepare and maintain follow-up tables as tools for decision-making of staff and managers.*
- *Prepare replies to requests for information from the hierarchy and other services within the Commission.*
- *Residual Error Rate (RER) focal point.*

+ *PROCUREMENT and CONTRACT MANAGEMENT*

- *Managing the complete tender and contracting process for external audits and verifications*
- *Contributing to the forecasting exercise of audit/verification contracts*

+ *TECHNICAL ANALYSIS and ADVICE*

- *Give advice on contractual, financial and budgetary matters to the personnel of the operational section and to the projects to achieve correct and appropriate implementation of the contracts.*
- *Contributes to the elaboration of notes, manuals, guides and other pedagogical and practical material.*

+ *EXTERNAL COMMUNICATION (general)*

- *Give presentations of EU activities.*
- *Give presentations of Finance, Contract and Audit related issues to external stakeholders.*

Job requirements

Experience"

+ *EU NEIGHBOURHOOD*
  Job-Related experience:at least 1 year
  Qualifier:essential
  Pertinente par rapport aux tâches à mettre en oeuvre de minimum un an.

+ *EU NEIGHBOURHOOD*
  Job-Related experience:at least 3 years
  Qualifier:desirable
  Une experience professionnelle de trois ans dans le domaine de la gestion contractuelle et financière des projets et de programmes d'aide au développement et de coopération technique et financière de la CE avec des pays tiers.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  - *BUDGET and FINANCE*
    - *FINANCIAL and BUDGETARY MANAGEMENT*
  - *PROCUREMENT and CONTRACT MANAGEMENT*
    - *CONTRACT MANAGEMENT*
- *AUDIT, CONTROL and INSPECTION*
  - *INTERNAL CONTROL*
  - *GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)*
    - *Audit standards, techniques and review methods*

Competences

- *Analysing and Problem Solving*
  - *Ability to conceptualise problems, identify and implement solutions*
  - *Capacity to analyse and structure information*
- *Communicating*
  - *Capacity to present issues to an audience*
- *Delivering Quality and Results*
  - *Ability to work in a proactive and autonomous way*
  - *Financial management skills*
  - *Quality & process management abilities*
- *Learning and Development*
  - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
  - *Planning capacity*
- *Working with Others*
  - *Ability to work in a team*

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: