



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste1 (*Active*)
Version descriptive du poste455109 dans *NEAR.R.4.DEL.Ukraine.007*
Valable à partir de01/08/2024jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire finances et contrats - Financial Initiating Agent (FIA)

Domaines

Primaire

VOISINAGE de l'UE

Intermédiaire

Secondaire

BUDGET, FINANCES, CONTRATS et COMPTABILITÉ

Poste sensible

Non

Finalité générale

To perform financial and contractual management of projects and contracts in compliance with the applicable rules and to provide support and advice to operational colleagues on financial & contractual issues, under the supervision of an official.

Fonctions & responsabilités

+ BUDGET, FINANCES, CONTRATS et COMPTABILITÉ

- *Assist operational colleagues and contribute to the preparation of contracts (grants, service / supply contracts, contribution agreements or others) with the selected beneficiary / contractors / implementing partners.*
- *Carry out financial initiation tasks for new contracts and riders/amendments to existing contracts.*
- *Encode and process invoices in ABAC. Ensure the financial Initiation of payments, forecasts of revenue, and recovery orders in compliance with the contract and/or financial rules.*
- *Prepare notes and analysis on relevant financial and contractual issues.*
- *Provide advice and support on financial and contractual procedures and rules during the whole project cycle. Provide on-the-job training regarding contractual and financial issues.*
- *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.*

+ MARCHÉS PUBLICS et GESTION des CONTRATS

- *Advise operational team on procurement and grant procedures, in particular in cases of application of crisis procedures.*
- *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/ABAC/OPSYS/PPMT, 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/ABAC/OPSYS, archiving).*

+ GESTION FINANCIÈRE et BUDGÉTAIRE

- *Assist operational Sections with the preparation of annual forecasts for payments and contracts. Follow-up the execution of forecasts throughout the year and alert the hierarchy on any significant delay / deviation.*
- *Ensure the implementation and follow-up of the recommendations from audits/verifications/ Court of Auditors/IAS and other control bodies.*
- *Ensure compliance of financial transaction with the Early Detection and Exclusion System (EDES). Assess and ensure the validity of bank guarantees.*
- *Ensure the quality and coherence of financial data in the different information systems (CRIS, OPSYS, ABAC). Carry out corrections as part of the Data Quality campaigns when required.*
- *File original contracts, original invoices and all other related documents in accordance with the rules of archiving.*

+ BUDGET et FINANCES

- *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 CRIS/ABACOPSYS, archiving).*
- *Other tasks: prepare letters, notes for the file, etc. monitoring tables.*
- *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/OPSYS, archiving).*
- *Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines.*

+ AUDIT, CONTRÔLE et 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.

+ GESTION de l'INFORMATION et des DOCUMENTS

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

Exigences du poste

Expérience

+ AUDIT, CONTRÔLE et INSPECTION

Expérience relative au poste: au moins 1 an
Degré un avantage

+ BUDGET, FINANCES, CONTRATS et COMPTABILITÉ, BUDGET et FINANCES, MARCHÉS PUBLICS et GESTION des CONTRATS

Expérience relative au poste: au moins 2 ans
Degré souhaitable

+ COMPTABILITÉ

Expérience relative au poste: au moins 1 an
Degré essentiel

Experience within the EU institutions, a EU Delegation or one of the agencies would be an advantage. Knowledge of the management information system CRIS/ABAC/OPSYS would be an advantage. Background in law and/or accounting/business administration would be an asset.

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	C1	C1	C1

Connaissances

- *BUDGET, FINANCES, CONTRATS et COMPTABILITÉ*
BUDGET et FINANCES
GESTION FINANCIÈRE et BUDGÉTAIRE
Règles et procédures budgétaires
MARCHÉS PUBLICS et GESTION des CONTRATS
- *AUDIT, CONTRÔLE et INSPECTION*
CONTRÔLE INTERNE
AUDIT GÉNÉRAL (NORMES, MÉTHODES et PROCÉDURES)
AUDIT INTERNE
Processus d'audit interne

Compétences

- *Analyse et résolution de problèmes*
Capacité de conceptualiser des problèmes, d'identifier et de mettre en œuvre des solutions
Capacité d'analyser et de structurer des informations
- *Communication*
Capacité de présider des réunions
- *Qualité et résultats*
Capacité de travailler d'une manière proactive et autonome
Compétences de gestion financière
Capacités de gestion de qualité et de processus
- *Apprentissage et développement*
Flexibilité (ouverture à l'égard de nouvelles exigences, de nouvelles technologies, de nouvelles cultures, de nouvel environnement, etc.)
- *Hiérarchisation des priorités et organisation*
Capacité de la planification

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

- Heures de travail atypiques
- Poste spécialisé

Missions

- Fréquentes, c'-à-d. 2 ou plus de missions / mois
- Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

- Environnement bruyant
- Effort physique / manutention
- Travail avec des produits chimiques / biologiques
- Aire de radioprotection
- Utilisation de matériel de protection individuelle
- Autres

Commentaires:

Autre

Commentaires: