

Vacancy notice – NEAR R1

Job description: Budget Officer

Contract Agent Function Group IV

We are

The unit's overall objective is to support the goals of DG NEAR through the effective management and development of its human and financial resources. The unit provides leadership on the implementation of the Commission's HR policies and practices, fostering a supportive work environment and enabling staff to fulfil their potential. Furthermore, the unit ensures that the DG receives the necessary budget appropriations for its activities and that these appropriations are executed in the most efficient way. The unit ensures business continuity, oversees the DGs document management and provides security, logistical and IT support and is MIS business owner. It coordinates the SPP cycle and the preparation of the reporting at DG level. It is AOSD for commitments and payments on the administrative budget.

We propose

An attractive and challenging post for a Contract Agent Group IV colleague dealing with DG NEAR budget and financial reporting. The job holder will closely cooperate with an AD official and the Head of Unit on:

- Drafting Notes, presentations and briefings on budget issues for senior management.
- Contribute to the Draft Budget preparation process, allocations, implementation and reporting procedures.
- Coordinate with operational/horizontal directorates within DG NEAR, and liaise with budget units of other DGs in all stages of the budget process to ensure the acceptance of DGs budget requests.
- Prepare and participate to the hearing meeting with DG BUDG, and ensure the follow-up with DG BUDG for finalising the Draft Budget.
- Coordinate the answers to the various reporting requests from DG BUDG, notably annual budget execution report, budget implementation plan, etc.
- Preparing the reporting required at DG level, including contributions to the AAR, AOSD reports and any other horizontal reporting.
- Follow up Parliamentary, Council and Court of Auditors requests related to specific budget lines, incl. in context of discharge procedure.
- Building up a network of contacts and regular interactions in this field within and outside the DG (in particular DG BUDG, DG DEVCO, The European Ombudsman and EEAS)

The post will allow significant interaction with external stakeholders. This is a good opportunity for a Contract Agent to gain wide experience and expertise in a challenging field that is a key priority for the Commission.

We look for

Very good drafting skills in English are required.

Budget and financial background would be an asset.

Experience with working in or with International or European Institutions would be an asset.

Only FG IV contract agents in the Commission and candidates from an FG IV EPSO CAST list may apply. Relevant experience will be an advantage.

Interested candidates should send their CVs & a short letter of motivation to the following mailbox: NEAR-R1@ec.europa.eu

Deadline for application: 15 March 2018

EUROPEAN COMMISSION

NEAR.R.1

Job Holder

Job Profile

Position

Job title

Budget Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job Family

Budget, Finance and Contracts

Sensitive job

No

Overall purpose

To coordinate the budget preparation process, allocations, implementation and reporting procedures.

Functions and duties

Job requirements

Function type: BUDGET and FINANCE

Function name: Budget Coordination

Duties:

- Coordinate the Draft Budget preparation process, allocations, implementation and reporting procedures.
- Coordinate with operational directorates within DG NEAR, and liaise with budget units of other DGs in all stages of the budget process to ensure the acceptance of DGs proposals.
- Prepare and participate to the hearing meeting with DG BUDG, and ensure the follow-up with DG BUDG for finalising the Draft Budget.
- Coordinate the answers to the various reporting requests from DG BUDG, notably annual budget execution report, budget implementation plan, potentially abnormal RAL exercise.
- Ensure coherence of data used by management and units of the Directorate for the preparation and approval of financing decisions/working programmes.
- Follow-up on the implementation of the budget and the coordination of transfer requests.

Function type: BUDGET and FINANCE

Function name: Programming and reporting

Duties:

- Provide management with regularly updated reviews of budget forecast and execution.
- Prepare revision of budget implementation forecasts as provided by services, writing notes/reports as required.
- Drafting of the Budget part of the Annual activity reports and mid-year reports to Commissioner.
- Follow up Parliamentary, Council and Court of Auditors requests related to specific budget lines, incl. in context of discharge procedure.
- Participate in relevant working group meetings and co-ordinate the implementation of specific and / or routine budget and financial activities with management and units of the Directorate.
- Contribute to the conception, elaboration and execution of financial rules and regulations and carry out ad hoc tasks linked to the general objectives of the post.

Function type: AUDIT, CONTROL and INSPECTION

Function name: Horizontal duties

Duties:

- to provide support and advice to the Head of Unit as well as to the other sectors of the Unit, as required, and to contribute to achieving the Unit's overall objectives
- to replace other members of the Sector and Unit as necessary

Function type: INFORMATION and DOCUMENT MANAGEMENT

Function name: Document management (Staff level)

Duties:

- Correctly apply the Commission's document management rules to the documents for which responsibility is held, following the instructions of the Head of Unit and with the help of the DMO correspondent of the unit; ensure in particular the correct registration and filing of these documents.