



EUROPEAN COMMISSION

Job Description Form

Job description version 7 (*Approved*)
Job description version 106612 in *NEAR.R.5.DEL.Albania.004*
Valid from 01/06/2023 until

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer

Domains**Generic domain**

PRE-ACCESSION and ENLARGEMENT

Intermediate domain**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Under the supervision of the Head of Section ensure legality and regularity of all transactions in line with the applicable Regulations, Commission procedures and prevailing instructions.

Functions and duties

+ BUDGET and FINANCE

- *Initiate and prepare as financial initiating agent financial transactions (budgetary commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recovery of funds, forecast of revenues, guarantees, waivers, bank account fiches, closures etc.) addressing all legality, regularity, financial, accountancy and budget aspects.*
- *Ensure that the financial circuits are followed.*
- *Ensure the quality (including the accuracy and comprehensiveness) of the data entered in the financial IT tools.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Ensure conformity of procurement with applicable Regulations, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes.*
- *Participate in grant and tender evaluations as Chairperson or Secretary.*
- *Verify the legal aspects of contracts signed by the Delegation.*
- *Contribute to internal and external communication and knowledge on contractual issues.*
- *Draft answers to complaints and follow-up complaint cases and requests for conciliation procedures.*

+ AUDIT, CONTROL and INSPECTION

- *Assist with audit missions and in the follow-up on audit reports and other controls including OLAF related matters.*
- *Assist in preparing the annual control/audit plan.*
- *Participate in on-the-spot controls and other internal/external project related monitoring meetings and ensure reporting thereof.*
- *Flag any control/risk issue of a process/systemic nature to management.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Ensure smooth coordination and exchange of information with other sections of the Delegation and with the concerned services at headquarters.*
- *Contribute to internal communication and knowledge on financial and contractual issues.*
- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO).*
- *Provide the files and documents needed for current work. Arrange files and records. Apply the rules for document management and archives. Receive, maintain, locate, and access documents and records.*
- *Assist the section in organising information sessions, training sessions etc. in relation to procurement, grant and financial procedures.*
- *Within the framework of the Staff Regulations, to carry out tasks linked to the job description as instructed by her superior(s).*

Job requirements

Experience"

+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:essential

Sound experience in/with: -application of Commission rules and procedures relating to calls for tender, calls for proposal, contracts, commitments and payments. -financial and budgetary management.

+ EXTERNAL RELATIONS

Job-Related experience:less than 1 year

Qualifier:an advantage

Previous experience in EU delegations.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
FINANCIAL and BUDGETARY MANAGEMENT
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Calls for tender
Calls for proposals and evaluation/selection process
PROCUREMENT
CONTRACT MANAGEMENT
- *AUDIT, CONTROL and INSPECTION*
GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
Audit standards, techniques and review methods
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
ABAC Workflow
CRIS (Common Relex Information System)
IT tools for ENLARGEMENT
Mis

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Capacity to communicate technical or specialised information
Capacity to present issues to an audience
Didactic skills
Drafting skills
- *Delivering Quality and Results*
Eye for detail / Accuracy
- *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: