



## EUROPEAN COMMISSION

### Job Description Form

Job description version7 (*Approved*)  
Job description version230147 in *NEAR.R.5*  
Valid from16/01/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Finance and Contracts Assistant - Initiation

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

To assist in the execution of finance and contracts related transactions under the supervision of an official addressing compliance with all legality and regularity aspects.

**Legal disclaimer**

## **Functions and duties**

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

- *Initiate and/or review as financial initiating agent the level 1 financial transactions (financing decisions, agreements, amendments, de-commitments, closures, etc.) addressing all legality, regularity, consistency, financial, accountancy and budget aspects.*
- *Initiate as financial initiating agent financial transactions (level 2, contracts, financing agreements, amendments, Request for funds including pre-financing payments, clearing of pre-financing, interim and final payments, recoveries, forecast of revenues, waivers, bank account files, legal entity files, de-commitments, closures etc. ) addressing all legality, regularity, consistency, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.*
- *Initiate and/or review as financial initiating agent financial declarations, audit reports, irregularity reports, clearance-of-accounts opening and closing positions, reallocation of funds, addressing all legality, regularity, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.*
- *Perform or contribute to the preparation of audits, ex post controls and on-the-spot-monitoring visits as necessary.*
- *Provide advice and technical support to operational colleagues, both in HQ and the EU Delegations for all transactions.*
- *Prepare and finalise notes and financial correspondance.*

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

- *Ensure correct encoding in the relevant IT systems.*
- *Provide advice to colleagues, both in HQ and the EU Delegations for all types of procedures, transactions and financial circuits.*
- *Contribute to the development and implementation of homogeneous and compatible guidance procedures, norms and methods to process and access financial information and documents.*
- *Prepare and maintain reporting and follow-up tables as tools for decision-making of staff and managers.*
- *Liaise with external parties, dealing with queries and problems as required.*
- *Prepare replies to requests for information from the hierarchy and other services within the Commission.*

### **+ INFORMATION and DOCUMENT MANAGEMENT**

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).*
- *Provide the files and documents needed for current work.*
- *Apply the rules for document management and archives.*
- *Arrange files and records.*
- *Receive, maintain, locate, access documents and records.*
- *Upload documents in the IT systems as required.*

## Job requirements

### Experience"

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

Job-Related experience:at least 2 years

Qualifier:essential

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:essential

+ PRE-ACCESSION and ENLARGEMENT, EU NEIGHBOURHOOD, EXTERNAL RELATIONS

Job-Related experience:less than 1 year

Qualifier:an advantage

### 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*  
*Preparation of financial dossiers*  
*Rules and procedures relating to grants*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*  
*ACCOUNTING*  
*Invoicing*  
*Payments*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Accounting*  
*CRIS (Common Relex Information System)*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*

### Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Numeracy*
- *Communicating*  
*Ability to understand and be understood*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Client orientation*  
*Eye for detail / Accuracy*  
*Financial management skills*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*

## 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:*