

VACANCY NOTICE: NEAR R4

Job title: Finance and Contracts Assistant - Initiating Agent Neighbourhood East

Contract agent function group III – Sysper 402560

We are

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies, including implementation of the cooperation programmes. Unit R.4 “Contracts and Finance Neighbourhood” of Directorate R ensures the sound financial management of the projects under the responsibility of the geographical Directorates B (Neighbourhood South), C (Neighbourhood East), and the Support Group for Ukraine. Unit R4 provides support and advice on procedures to Headquarters units dealing with ENI/NDICI-GE funded projects and the 16 delegations operating in the Neighbourhood region.

We are looking for

A colleague with knowledge of contractual and financial procedures. Experience in financial transactions in the public or private sector is required. Experience within the EU institutions, a delegation or one of the agencies would be an advantage. Knowledge of the management information system OPSYS, CRIS and ABAC is an advantage. Background in law would be an asset. Open-mindedness, ability to work in a team, often under tight deadlines and personal commitment are required in connection with this function. Working languages in the Unit are English and French.

We propose

The contract staff member will work under the supervision of an official on financial files of the unit that are managed in Brussels. He/she will notably participate in the initiation of financial transactions, verification of the legality and regularity and their compliance with internal procedures and principles of sound financial management. He/she will participate in the management of calls for tenders and calls for proposals, and the preparation of contracts, as well as checking payment files for the contracts.

FG III and FG IV contract agents in the Commission or candidates having completed and validated their application on an FG III/FG IV EPSO CAST may apply.

Candidates concerned are asked to submit their CV and a brief letter of motivation to the functional mailbox as follows: NEAR-R4@ec.europa.eu

Deadline for applications: 24/08/2022



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version402560 in NEAR.R.4
Valid from20/07/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Finance and Contracts Assistant - Initiating Agent for Neighbourhood East

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Assist in the implementation and control of financial transactions and contractual aspects of programmes, projects and transfer agreements, under the supervision of an official.

Legal disclaimer

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- 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.
- Participate in quality review meetings.
- Analyse the financial and contractual aspects of Financing Agreements and Transfer Agreements and, where relevant, their subsequent amendments.
- Check the correctness of the global commitments initiated in CRIS/ABAC.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Advise operational team on procurement and grant 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 ABAC/OPSYS/PROSPECT, 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 ABAC, archiving).

+ BUDGET and FINANCE

- 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 ABAC, 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 ABAC, archiving).
- Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines.

+ AUDIT, CONTROL and 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.

+ INFORMATION and DOCUMENT MANAGEMENT

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

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 1 year

Qualifier: an advantage

Experience within the EU institutions, a delegation or one of the agencies would be an advantage. Knowledge of the management information system CRIS and ABAC is an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - Analysis of financial documents*
 - BUDGET and FINANCE**
 - Budgetary rules and procedures*
 - Financial circuits*
 - Preparation of financial dossiers*
 - Rules and procedures relating to grants*
 - PROCUREMENT and CONTRACT MANAGEMENT**

Competences

- **Analysing and Problem Solving**
 - Ability to conceptualise problems, identify and implement solutions*
 - Capacity to analyse and structure information*
 - Numeracy*
- **Communicating**
 - Ability to understand and be understood*
- **Delivering Quality and Results**
 - Ability to work in a proactive and autonomous way*
 - Client orientation*
- **Prioritising and Organising**
 - Capacity to deliver in a structured way*
 - Planning capacity*
- **Resilience**
 - Perseverance*
- **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: