

Vacancy notice

NEAR.R.5 –Contracts and Finance Enlargement

Job description type: Finance and Contracts Assistant - Initiation

Contract Agent Function Group III – Sysper 230108

We are

A dynamic and service oriented unit, responsible for providing support on contracts and finance matters to our colleagues both in headquarters and in the EU Delegations who work at implementing the objectives of the Commission on enlargement negotiations.

The unit consists of 25 staff, split into two teams, each headed by a Team Leader. The team to which we are recruiting deals with ensuring the legality and regularity of financing decisions, executes payments in decentralised/indirect management, treats the financial matters in the acceptance of accounts process and closures of the programmes and supports the EU Delegations and Headquarters with procedural and financial matters.

We propose

A friendly working environment in which you will be working on files related mainly to financial management of Indirect management with beneficiary countries. The tasks are described in the job description.

We look for

A highly motivated and well-organised team player with:

- Experience or sound understanding of EU external financial assistance;
- At least 2 years of proven experience in the areas of finance or accounting, ideally part of it in the European Institutions;
- Good working knowledge of English both orally and in writing;
- Proactive approach and a strong sense of initiative;
- Excellent organisational skills and sense of responsibility;

Previous experience working with the Instrument for pre-accession (IPA) and using CRIS, ABAC and OPSYS would be an advantage.

Knowledge of languages used in the beneficiary countries of the Instrument for pre-accession would be an advantage.

Recruitment policy

Only FG IV and FG III contract agents in the Commission, candidates from the FG IV and FG III EPSO CAST valid reserve list or candidates registered as FG IV and FG III in the EU CV online database may apply.



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version230108 in *NEAR.R.5*
Valid from01/07/2017until

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 (GESTFIN) financial transactions (level 1 and level 2 commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recoveries, forecast of revenues, guarantees, waivers, bank account fiches, closures) addressing all legality, regularity, financial, accountancy and budget aspects within the deadlines.
- Review as financial initiating agent (GESTFIN) the regularity and legality of procurement, grants and contract award procedures and contractual aspects and provide advice on procurement and grant procedures (notices, dossiers, guidelines and reports) in accordance with the PRAG and other internal guidelines.
- Provide advice and technical support to operational colleagues, both in HQ and EU Delegations for all transactions.
- Prepare and finalise notes and financial correspondence.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Contribute to the development and implementation of homogeneous and compatible guidance procedures, norms and methods to process and access financial information and documents.
- Liaise with external parties, dealing with queries and problems as required.
- Prepare and maintain reporting and follow-up tables as tools for decision-making of staff and managers.
- 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.

Job requirements

Experience"

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

Job-Related experience: at least 2 years

Qualifier: essential

+ EU NEIGHBOURHOOD, EXTERNAL COOPERATION and DEVELOPMENT, PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 2 years

Qualifier: an advantage

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE

Job-Related experience: at least 2 years

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: