



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version317074 in *NEAR.R.5*  
Valid from01/07/2019until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Financial Assistant

**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 an official, to contribute to the implementation and execution of pre-accession assistance to the Candidate countries and Potential candidates addressing compliance with legality, regularity, financial, accountancy and budget aspects.

**Legal disclaimer**

## **Functions and duties**

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Initiate and/or review as financial initiating agent (GESTFIN) 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 (GESTFIN) 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 (GESTFIN) 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.*
- *Ensure correct encoding in CRIS, ABAC and MIS*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *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.*
- *Prepare and finalise notes and financial correspondence.*
- *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 CRIS as required.*

## **Job requirements**

### **Experience"**

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

Job-Related experience:at least 2 years

Qualifier:essential

#### + PRE-ACCESSION and ENLARGEMENT

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**

- *ANALYSIS and INTELLIGENCE*  
*ANALYSIS and ADVICE*  
*Methods of information research in data sources and databases*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*FINANCIAL and BUDGETARY MANAGEMENT*  
*Financial regulation and procedures*  
*Budget requirements, allocation and reporting*  
*Budget monitoring and reporting*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*  
*CONTRACT MANAGEMENT*
- *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 OFFICE AUTOMATION*  
*Excel*  
*Word*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*
- *INTERNATIONAL RELATIONS (generic)*  
*PRE-ACCESSION and ENLARGEMENT*  
*Accession/pre-accession programmes*

### **Competences**

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Inquiring mind*  
*Numeracy*
- *Communicating*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Eye for detail / Accuracy*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*

<b>Job Environment</b>
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**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:*

## **Vacancy notice**

### **NEAR.R.5 –Contracts and Finance (IPA) Unit**

#### **Job description type: Financial assistant**

Contract Agent Function Group III – Sysper 317074

#### **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.