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 correspondence.

**+ 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**

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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</tbody>
</table>

**Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  
  - **BUDGET and FINANCE**
    
    - Financial regulation and procedures
    
    - Preparation of financial dossiers
    
    - Rules and procedures relating to grants
  
  - **PROCUREMENT and CONTRACT MANAGEMENT**
    
    - **CONTRACT MANAGEMENT**
      
      - Invoicing
      
      - Payments
  
  - **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:**