



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version370335 in FPI.5  
Valid from07/10/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Control Assistant - Assistant-audit and control

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

With a focus on the European Peace Facility (EPF), contribute to the assessment of and reporting on the effectiveness of the FPI control environment in accordance with the internal control principles and the risks identified taking into account the cost effectiveness of controls. Assist in the preparation, implementation and follow-up of the tasks assigned to the audit team in FPI.5, with a focus on EPF, performing its financial and contractual functions in line with standing instructions and participate in the definition of audit and control objectives and strategies. Effectively plan, coordinate and follow up on ex-post controls work, with a focus on EPF, ensuring that audits are carried-out and followed-up. Replace colleagues in the audit team as appropriate.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### + BUDGET and FINANCE

- *Contribute as appropriate to the definition of audit and control objectives, work plans and strategies.*
- *Contribute to anti-fraud prevention, detection and remedial action.*
- *Ensure effective planning, coordination and follow up of ex-post controls work. In this context, to ensure that audits are carried-out and followed-up.*

### + EXTERNAL AUDIT

- *Ensure proper follow-up until closure of findings related to ex-post verifications; including proper follow-up to correspondence and archiving related to audits in FPI up to date.*
- *Elaborate audit plans in collaboration with the FPI5 audit team and the EPF units.*
- *Take part in external audit missions and ensure the follow-up by communicating the audit results to unit management, the EPF units and the auditees.*
- *Prepare and draft audit reports.*
- *Prepare, organise and carry-out on-the-spot inquiries, inspections and controls.*
- *Replace other team members when necessary*

### + EXTERNAL AUDIT

- *Contribute to the improvement of the quality of audits and audits reports.*
- *Assist in the elaboration of ex-post control methods and procedures*
- *Contribute to the effective follow-up of ex-post controls, audits and supervision missions with the EPF units in FPI and Delegations.*

### + PROCUREMENT and CONTRACT MANAGEMENT

- *Contribute to drafting Terms of Reference for audit (framework) contracts.*
- *Participation in tender evaluations of audit contracts and ensuring secretariat functions to the evaluation.*
- *Assistance in the management of framework contracts and specific contracts for external audits, with a focus on EPF.*
- *Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished - conforme aux faits.*
- *Draw the attention of management to any important issues related to the management of the external audits and propose solutions.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide the Operational Initiating Agent visa to financial transactions on audit, with a focus on the new European Peace Facility (EPF), and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide advice to, and coordinate within the audit team and EPF units on the design, organisation, execution and reporting of on-the-spot and ex post controls with a focus on EPF.*

## Job requirements

### Experience"

+ AUDIT, CONTROL and INSPECTION, FINANCIAL and BUDGETARY MANAGEMENT, PROCUREMENT and CONTRACT MANAGEMENT, ANTI-FRAUD, CONTRACT MANAGEMENT, PROCUREMENT

Job-Related experience: at least 3 years

Qualifier: essential

Financial and contract management, (including legal aspects), financial verification functions and anti-fraud.

### Languages

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

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*FINANCE, FINANCIAL ENGINEERING and SERVICES*  
*Financial analysis methods and tools*  
*BUDGET and FINANCE*  
*Budgetary rules and procedures*  
*Budget monitoring and reporting*  
*EU/INSTITUTION-SPECIFIC FUNDING and RULES*  
*Implementing rules*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*  
*ACCOUNTING*  
*PRINCIPLES and RULES of ACCOUNTING*  
*Accounting principles and terminology*
- *AUDIT, CONTROL and INSPECTION*  
*INTERNAL CONTROL*  
*Control rules and procedures*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*  
*Administrative rules and procedures of the Institution*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Accounting*  
*ABAC Contracts*  
*ABAC Report and Data warehouse*  
*ABAC Workflow*  
*BadgeBud*

## 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*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to monitor resources*  
*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.)*
- *Prioritising and Organising*  
*Coordination skills*
- *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:*