



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version289381 in *FPI.6.DEL.Thailand.003*
Valid from01/09/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer - Verification

Domains

Generic domain

EU FOREIGN RELATIONS (excl Security and Defence)

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Act as Financial Verifying Agent on FPI financial and contractual transactions related to projects managed by the Regional Team or by Delegations under the remit of the RT, ensuring their compliance with the applicable rules, regulations, procedures and the principle of sound financial management. Verify and facilitate the correct and efficient use of budgetary resources managed by FPI Regional Teams or Delegations in the region and to contribute to providing a reasonable assurance on the implementation of budget appropriations. Assist and deputise the Head of the Finance and Contracts Cell with other financial and budgetary tasks. Act as Financial Initiating Agent, as needed in the interest of the service.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Carry out verifications as Financial Verifying Agent of all contractual and financial FPI operations (commitments, contracts, payments, extensions and amendments of contracts, regularisation of payments and recovery orders, financial guarantees, etc.) initiated by the Delegations in the region or by FPI Agents in the Regional Team, ensuring sound financial management and compliance with the Financial Regulation, and all other relevant regulations and rules and the procedures of FPI*
- *Verify accuracy and completeness of data in information systems (e.g. ABAC, CRIS) before granting Financial Verification visa and act as Financial initiator upon request of the line manager*
- *Check and ensure the correctness and authenticity of the originals of signed contracts and other original financial documents;*
- *Control and verification of tender procedures and procurement files in accordance with the regulatory environment.*
- *Verify that the Results Acceptance Note (or equivalent in OPSYS) includes the relevant OECD Gender Equality Policy Marker (G-Marker) information before proceeding with final payment*
- *Follow and apply the antifraud guidance and instructions*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide advice and guidance to the FPI agents in the Regional Team and in the Delegations in the region on the regulatory framework governing the execution of budgetary appropriations including basic act, Financial Regulation, Manual of Procedures, checklists, interpretations from the central services (DG Budget, Legal Service, etc.)*
- *Provide advice and support on the public procurement procedures as well as procedures for awarding grants and other forms of financing. Provide advice and comments on draft agreements/contracts*
- *Provide advice on sound financial management*
- *Timely apply guidance provided by HQ on new procedures and new interpretations of existing rules*
- *Close collaboration with the operational colleagues of the FPI Regional Team, and with those of the Delegations affected to the RT*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Participation in tender evaluations as chairperson and/or ensuring secretariat functions to the evaluation committees*
- *Verify the procurement procedures and call for proposals launched by the RT or a delegation in the Region*
- *Provide with advice and training on public procurement and grants to the colleagues in both RT and Delegation*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide on the job training to new colleagues in the Finance and Contracts Cell / Delegations regarding contractual and financial issues in coordination with the Head of the Finance and Contracts Cell*
- *Monitor implementation of project budgets and provide assistance in budgetary planning to project teams*
- *Deputise the Head of Finance and Contracts Cell in case of absence*

+ BUDGET and FINANCE

- *Contribute to the conception, elaboration and implementation of procedures and internal rules for the execution of budgetary resources*
- *Contribute to the implementation of the Internal Control Standards in Regional Teams and Delegations*
- *Provide assistance to audit and supervision missions. Cooperate with the operational and audit actors so as to provide additional information needed within the scope of the performed audits*
- *Provide assistance to the Head of the Finance and Contracts Cell in the risk assessment of contracts with the aim to identify cases that require an ex-post control*
- *Undertake field visits to projects and beneficiary authorities for control, audit, and monitoring purposes*

+ AUDIT, CONTROL and INSPECTION

- *Support the Head of the Finance and Contracts Cell in the preparation of financial reports and statistics*
- *Ensure follow-up on audit reports as appropriate, including leading contradictory procedures with beneficiaries/contractors, and establishing the amounts to be recovered*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Carry out ABAC / CRIS transactions related to budget lines managed directly by FPI*
- *File financial documents, correspondence, financial records, returned records and requests for clarification, in accordance with the rules of archiving (ARES)*
- *Manage correspondence on financial issues with external and internal actors in the realm of the tasks and topics assigned*
- *Oversee all original contracts and corresponding databases and archives*
- *Ensure the quality and coherence of financial data in the different databases and systems*

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:essential

Financial and contract management. Financial verification function and previous experience in an EU Delegation would be an asset.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Budgetary rules and procedures*
 - *Financial regulation and procedures*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - *CONTRACT MANAGEMENT*
- *LAW*
 - *LEGISLATIVE WORK*
 - *Legal texts revision*
 - *LEGAL ANALYSIS, ADVICE and ASSISTANCE*
 - *Analysis of legal and contractual documents*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Eye for detail / Accuracy*
- *Prioritising and Organising*
 - *Planning capacity*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Confidentiality*

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: