



## EUROPEAN COMMISSION

Job Description Form

Job description version1  
Job description version407634 in FPI.5  
Valid fromuntil

### Job Holder Name

### Job Profile

#### Position

CONTRACT AGENT FGIV

#### Job title

External Auditor - Auditor -EX-post and internal control

#### Domains

##### Generic domain

EXTERNAL RELATIONS

##### Intermediate domain

##### Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

#### Sensitive job

No

#### Overall purpose

Coordinate the preparation, implementation and follow-up of audit tasks related to the European Peace Facility (EPF).

#### 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 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, ensure that audits are carried-out and followed-up.*
- *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.*

##### + EXTERNAL AUDIT

- *Elaborate audit plans in collaboration with FPI5 audit team and the EPF units.*
- *Lead external audit missions and ensure the follow-up by communicating the audit results to unit management, the EPF units and the auditees.*
- *Prepare, organise and carry out on-the-spot inquiries, inspections and controls.*
- *Prepare and draft audit reports.*
- *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.*
- *Contribute to the effective follow-up of ex-post controls, audits and supervision missions with the EPF units in FPI and Delegations.*

##### + EXTERNAL AUDIT

28/10/2022

1/4

- *Contribute to the improvement of the quality of audits and audits reports.*
- *Contribute to the elaboration of ex-post control methods and procedures*
- *Replace other team members when necessary*

+ INTERNAL CONTROL

- *Contribute to the full implementation of the internal control principles and the correct application of financial control procedures, giving advice in a proactive way to the hierarchy and colleagues and coordinating within the service.*
- *Monitor the effectiveness of the control principles and procedures, contributing proactively to the continual improvement of the same with a view to obtaining a reasonable assurance.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Draft Terms of Reference for audit (framework) contracts.*
- *Participate in tender evaluations of audit contracts.*
- *Manage framework contracts and specific contracts for external audits, with a focus on EPF, ensuring timely implementation of audit assignments.*
- *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.*

+ HORIZONTAL COORDINATION

*Carry out a preliminary evaluation of reports and correspondence from the EPF College of Auditors and the Internal Audit Service and prepare their transmission to relevant units with clear instructions on the actions to be taken and the deadlines for replies.*  
*Coordinate and prepare replies within the given deadline to the EPF College of Auditors and the Internal Audit Service observations and questions in consultation with DG Budget and EEAS.*  
*Participate in contradictory meetings with the EPF College of Auditors and the Internal Audit Service*  
*Contribute to the preparation of the Annual Activity Report on the EPF, ensuring timely contributions of high quality and accuracy.*  
*Coordinate replies and follow-up of audits and recommendations within the Service.*

**Job requirements**

**Experience"**

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

Job-Related experience:at least 5 years

Qualifier:essential

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

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

**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*
    - *Internal control methods, tools and techniques*
    - *Internal 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*

### **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:*