



European Commission

Vacancy notice COM/2024/2494 (Status: Published)

FINANCE AND CONTRACTS ASSISTANT - VERIFICATION (AST1/AST9)

FPI.4.001 Finance & Contract

BRUSSELS(Belgium)

COM number: COM/2024/2494

Publication: from 18/11/2024 to 13/12/2024 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

Job Properties

Job ID:	270505
Job available from:	01/03/2025
Management job:	no
Budget:	Administration
Security clearance required:	yes

We are

FPI staff around the globe are proud of the work that they are achieving and have a strong sense of purpose and motivation. They take, and value, a high level of personal responsibility. A policy-driven approach, a focus on priorities, solutions and impact, combined with a welcoming and supporting atmosphere, are part of the service's corporate culture. The service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels.

The Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

Within the Service, FPI.4 is the focal point for finance and contract operations under the EU budget with following three main areas and purposes:

- financial management: to ensure sound financial management of operations under the responsibility of FPI, giving assurance to the Authorising Officer that transactions are legal, regular and comply with the contractual and financial rules in force;
- budget and accounts: to lead, oversee and report on the annual budgetary procedure in relation to all on budget FPI-managed instruments/operations and to ensure reliability of accounts;
- planning reporting, evaluation: to lead the Strategic Planning and Programming cycle, report on results and performance, evaluate outcomes, manage ABAC/CRIS and OPSYS systems access rights and provide support.

The Unit also acts as focal point for relations with other institutions, internal briefing coordination and administration of FPI staff missions.

We propose

We propose an attractive and challenging position as Financial Verifying Agent on FPI financial and contractual transactions ensuring their compliance with the applicable rules, regulations and the principle of sound financial management. In particular,

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the candidate will verify the financial transactions concerning the the Neighbourhood, Development and International Cooperation Instrument (NDICI) - Global Europe. The candidate should verify and facilitate the correct and efficient use of budgetary resources managed by FPI in order to contribute to providing a reasonable assurance on the implementation of budget appropriations by the Service. S/he will also assist with other financial and budgetary tasks of the Unit as necessary.

FPI offers a dynamic and challenging working environment with a relative flat hierarchy and opportunities for visibility and advancement combined with considerable responsibility and independence.

The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on cooperation.

We look for

We look for an experienced, dynamic, reliable, well-organised colleague with a good team spirit and excellent planning and coordination skills. S/he should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. S/he should be able to adjust to multiple tasks even under tight deadlines.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential as well as a good knowledge of EU financial and contractual procedures.

The candidate should have solid, proven professional experience of at least 3 years in:

- Verification of financial transactions in order to ensure sound financial management and compliance with the Financial Regulation, all other relevant regulations and rules;
- Providing advice and guidance on the regulatory framework governing the execution of budgetary appropriations;
- Verification of procurement files and procurement procedures.

Excellent communication skills both verbal and written in English (C1) is essential and a good working knowledge of French (B1) is an advantage.

Knowledge and experience in accounting would be an advantage.

Experience of external relations operations would be an advantage, including in Delegations.

Knowledge of the policy environment in which FPI is called upon to operate is a strong asset.

Security clearance: If not already acquired, the selected candidate should request it when taking up function.

Recruitment policy

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential.

Officials whose type of post of the person is:

- "Assistant" (AST1-9),
- "Assistant in transition" (AST1-9),
- "Administrative Assistant in transition" (ex-C AST1-7) or
- "Support Agent in transition" (ex-D AST1-5),

can apply for this job. In case of selection, they will be transferred following this vacancy notice publication. The type of post of the person will be modified to become "Assistant" (if not the case already).

Officials whose type of post of the person is "Senior Assistant in transition" (AST10-11) can show their interest for this job. In case of selection, they will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AST with grades from AST1 to AST9 can apply for this job.

For officials working in another Institution than the Commission, a certificate confirming function group, grade and status as an

official has to be provided.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

Contacts

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How to apply

Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS or for EPSO laureates, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

This email address is linked to a functional mailbox and can only process messages with the "Normal" sensitivity option; emails sent with other Sensitivity Options (e.g. "Personal", "Private", "Confidential" or encrypted mails) cannot be processed. Please therefore select the "Normal" sensitivity option.

HR-BXL-Officials-TA-FPI@ec.europa.eu

Closing date

The closing date for registration is 13/12/2024. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?ln=en>



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version270505 in *FPI.4.001*
Valid from13/11/2019until

Job Profile

Position

ASSISTANT

Job title

Finance and Contracts Assistant - Verification

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job Family

Budget, Finance and Contracts

Sensitive job

No

Overall purpose

Act as Financial Verifying Agent on FPI financial and contractual transactions ensuring their compliance with the applicable rules, regulations and the principle of sound financial management. Verify and facilitate the correct and efficient use of budgetary resources managed by FPI in order to contribute to providing a reasonable assurance on the implementation of budget appropriations by the Service. Assist with other financial and budgetary tasks of the Unit as necessary.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Verify financial transactions (commitments, contracts, payments, extensions and amendments of contracts, regularisations of payments and recovery orders, financial guarantees, etc) in order to ensure sound financial management and compliance with the Financial Regulation, all other relevant regulations and rules and the policy of the Service.*
- *Check financial transactions initiated by the Unit for which the jobholder is not the initiating agent.*
- *Analyse and verify Financing Decision files (Annual Action Fiches, ISC files, Comitology, Commission Decisions) in order to ensure sound financial management and compliance with the Financial Regulation, all relevant regulations and rules and the policy of the Service as well as coherence with the Commission's policy goals.*
- *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*
- *Verify procurement files in accordance with the regulatory environment.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide advice and guidance on the regulatory framework governing the execution of budgetary appropriations (e.g. basic acts, Financial Regulation, instructions, Manual of Procedures, checklists, interpretations from DG Budget, Legal Service, Secretariat General).*
- *Proactive and timely diffusion of information and guidance on new procedures and new interpretations of existing rules.*
- *Provide advice and support to colleagues in delegations and HQ on contractual, procurement and financial issues as appropriate.*
- *Provide advice and guidance on procurement files.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Act as chairperson and/or secretary of evaluation committees for procurement and call for proposals.*
- *Contribute to preparation and review of FPI internal guides, instructions notes, and specific guidelines, and contribute to the formulation of FPI inputs/comments in reply to consultations on financial and contractual guides and instructions prepared and managed by other DGs*
- *Provide on the job training to new colleagues in the team regarding contractual and financial issues in consultation with the Team Leader/Head of Sector.*
- *Make proposals to continuously improve/adjust FPI's control strategy and procedures.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *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 Principles.*
- *Cooperate with the operational and audit actors so as to provide additional information needed in the scope of the performed audits.*
- *Participate in the risk assessment of contracts to identify cases that require an additional ex-ante control (e.g. supporting documents, on-the-spot control, external audit).*
- *Provide comments on draft audit and expenditure verification reports.*

+ INSTITUTION-LEVEL COORDINATION and CONSULTATION

- *Liaise with DG BUDGET, IAS, and other Commission services on budget and financial issues under the responsibility of the Unit and participate in relevant networks and groups.*
- *Contribute to inter-service consultations.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Carry out ABAC / CRIS transactions related to budget lines managed directly by FPI.*
- *Verify accuracy and completeness of data in information systems (ABAC, CRIS) before granting Financial Verification visa.*
- *Backstop for other staff in the Unit (verifiers), particularly during absences.*

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:essential

Ideally previous experience should be in a Financial Unit within the Commission where knowlege of financial and contractual management rules and Commission procedures has been acquired.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	B2	B2	B2
French	C1	C1	B2	B2	B2

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
- *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:

Possible Supervision missions to countries covered by FPI Instruments

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: