



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version403910 in *FPI.4.DEL.Kenya.003*
Valid from01/10/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Finance and Contracts Assistant - Initiator and Verifier

Domains

Generic domain

EU FOREIGN RELATIONS (excl Security and Defence)

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Act as Financial Initiation Agent on Foreign Policy Instruments financial and contractual transactions related to projects implemented in the Delegation of assignment, ensuring their compliance with the applicable rules, regulations, procedures and the principle of sound financial management. Prepare and participate in calls for proposals and calls for tenders. Contribute to financial reporting, provide legal and financial advice. Work in close coordination with the Foreign Policy Instruments Regional Team, assisting the Head of the Finance and Contracts Cell with other financial and budgetary tasks. Act as Financial verifier upon request. The Contract Agent will work under the supervision of the Head of the Finance and Contracts Cell.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Ensure compliance of the financial transactions with the regulatory environment (e.g. basic acts, Financial Regulation, implementing rules, internal rules, financing decisions, instructions,...). Ensure the legality, regularity and correctness of agreements, procurement contracts and grant agreements, invoices and recovery orders by performing a standard set of checks and control procedures.*
- *Implement and monitor internal control principles with respect to financial procedures.*
- *Assess and ensure the successful completion of the financial circuit for payments/recovery orders in the accounting system and assess and ensure the validity of bank guarantees.*
- *Ensure compliance with the Early Detection and Exclusion System (EDES) procedures.*
- *Ensure 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*
- *Participate as secretary in evaluation committees.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Assist in the preparation and control of the financial aspects in the calls for tenders and calls for proposals.*
- *Assist with the reporting, planning, budgeting and audit actors as regards required information.*
- *Manage Functional Mail Boxes as assigned.*
- *Backstop for other staff (initiators), particularly during absences.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide support on finance and contracts issues to EU Delegations in the region by replying to questions/issues raised.*
- *Occasionally provide back up for financial initiation tasks to EU Delegations in the region in order to ensure business continuity.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Manage correspondence on financial issues with external and internal actors within the tasks and topics assigned.*
- *Oversee all original contracts and corresponding databases.*
- *Check and ensure the correctness and authenticity of the originals of signed contracts and other original financial documents*
- *Ensure the quality and consistency of financial data in the different databases and systems.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Act as Financial verifier upon request of the line manager.*
- *Participate as chairperson in evaluation committees upon request of the AOSD.*

+ AUDIT, CONTROL and INSPECTION

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

Job requirements

Experience"

+ *BUDGET and FINANCE*

Job-Related experience: at least 2 years

Qualifier: desirable

Previous experience in the EC dealing with cooperation projects (contract and finance matters) would be a plus

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - Analysis of financial documents*
 - BUDGET and FINANCE*
 - FINANCIAL and BUDGETARY MANAGEMENT*
 - Budgetary rules and procedures*
 - Financial regulation and procedures*
 - Budgetary requirements, allocations, monitoring and reporting*
 - Budget requirements and allocations*
 - Budget monitoring and reporting*
 - Financial circuits*
 - Implementing rules*
 - Finance Guide for External Actions*
 - PROCUREMENT and CONTRACT MANAGEMENT*
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Calls for tender*
 - Calls for proposals and evaluation/selection process*
 - PROCUREMENT*
 - Public procurement and financial subsidies*
 - Subventions and procurement*
 - CONTRACT MANAGEMENT*
 - Contracts definition and management*
 - Rules and procedures relating to the preparation of contracts*
 - Contract monitoring*
 - ACCOUNTING*
 - Invoicing*
 - Analysis of invoices and cost statements*
 - Rules and procedures relating to recovery activities*
- *LAW*
 - 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*
 - ABAC Contracts*
 - Amendments*
 - CRIS (Common Relex Information System)*
 - Forecast*

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
Inquiring mind
Numeracy
- *Communicating*
Ability to understand and be understood
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Quality & process management abilities

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: