



## EUROPEAN COMMISSION

### Job Description Form

Job description 250886 in *FPI.4.001*  
Valid from 16/05/2023

#### Job Holder

*Name*

#### Job Profile

*Position*

CONTRACT AGENT FGIII

*Job title*

Finance and Contracts Assistant - Initiation

*Domains*

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

*Sensitive job*

No

*Overall purpose*

Act as Financial Initiating Agent on FPI financial and contractual transactions ensuring their compliance with the applicable rules, regulations 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.

*Legal disclaimer*

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

## **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 financing 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 within the Unit.*
- *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 in the Unit (initiators), particularly during absences.*

### + 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.*

### + 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"**

#### + FINANCIAL and BUDGETARY MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

At least 3 years' experience in finance, contracts and procurement

#### + ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:an advantage

Experience of 3 years in audit or financial/project management in the EU Institutions or equivalent in private sector, international organisation or other public administration, as well as previous experience in an EU Delegation.

### **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**
  - BUDGET and FINANCE**
    - Financial and budgetary terminology*
    - Budgetary rules and procedures*
    - Budget monitoring and reporting*
    - Rules and procedures relating to grants*
    - Implementing rules*
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - Subventions and procurement*
    - Rules and procedures relating to the preparation of contracts*
    - Contract monitoring*
  - ACCOUNTING**
    - Accounting principles and terminology*
    - Analysis and reporting on accounts*
    - Analysis of invoices and cost statements*
    - Rules and procedures relating to recovery activities*
- **AUDIT, CONTROL and INSPECTION**
  - GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
- **INFORMATION and DOCUMENT MANAGEMENT**
  - DOCUMENT MANAGEMENT**
  - LIBRARIES and ARCHIVES**
  - ARCHIVING**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
    - ABAC Assets*
    - ABAC Workflow*
    - CRIS (Common Relex Information System)*
    - EWS (Early Warning System)*
  - IT tools for OFFICE AUTOMATION*
    - Excel*
  - 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 identify user's needs*
  - Ability to work in a proactive and autonomous way*
- **Prioritising and Organising**
  - Capacity to deliver in a structured way*
- **Working with Others**
  - Ability to work in a team*
  - Confidentiality*
  - Knowledge sharing*

## 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:*

Possibility to participate in Supervision missions in countries where FPI Instruments operate.

#### **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:*