

Vacancy notice FPI no. 381342
Finance and Contracts Assistant - Initiation
Contract Agent Function Group III

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.

The Unit (FPI.8) carries out finance and contract operations for the, off EU budget, European Peace Facility. This includes:

- financial management: to ensure sound financial management of EPF 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 FPI-managed off-budget operations and to ensure reliability of accounts, including ABAC access rights;
- procurement: ensure conduct and oversight of EPF procurement procedures with particular attention to risk assessment and risk management.

The FPI highly values team spirit, a strong sense of initiative and responsibility in all its staff members.

We propose

We propose a function of Finance and Contracts Assistant - Initiation in a highly motivated team offering a dynamic, challenging and rewarding work environment and a varied job carried out with a wide range of partners inside and outside of the EU. The jobholder will participate in the management of calls for tender, calls for proposals, and contract negotiations under the supervision of the Team Leader for Finance and Contracts. The jobholder will act as Financial Initiator on FPI financial and contractual transactions related to projects managed by the FPI/EPF in Headquarters and main entry point for all financial and budgetary information regarding allocated files. The jobholder can also be requested to act as Financial Verifying Agent, as needed, in the interest of the service.

We look for

We look for an experienced, dynamic, reliable, well-organised colleague with a good team spirit and excellent planning and coordination skills. They should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility.

They should be able to work independently, take their own initiative and be an excellent team player. The candidate should have:

- At least 3 years of experience in financial and contract management.
- Previous experience on the financial initiation function within European Commission would be an asset as well as previous experience working in an EU Delegation.
- Excellent English verbal & written communication skills.
- Good command of Office automation tools (Excel, Outlook, document creation and management, ITC systems, etc.)

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.

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

Applications

Interested candidates should send the application form, their CV & a short motivation letter (max. 1 page) as follows:

To: FPI-HR-COORDINATION@ec.europa.eu
Subject: Application for vacancy FPI No. 381342 – Finance and Contracts Assistant -
Initiation

Only FG III contract agents currently in the EU institutions, candidates from an FG III EPSO CAST valid reserve list or candidates registered as FG III in the EU CV online database will be considered for this position.

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Deadline for application: 8 November 2023 @ 12:00 noon (Brussels time)