



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version388999 in *FPI.4.DEL.Thailand.003*
Valid from01/09/2023until

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer - Initiator and verifcator in Delegation

Domains

Generic domain

EU FOREIGN RELATIONS (excl Security and Defence)

Intermediate domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Specific domain

Sensitive job

No

Overall purpose

Act as Financial Initiation Agent and Financial Verification 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.

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 and verifiers), particularly during absences.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide advice on financial, budgetary and contractual matters to the staff in the operational section(s) of the Delegation; assist the Head of Delegation and the Foreign Policy Instruments Regional Team to comply with rules and regulations governing the execution of FPI budgetary appropriations.*
- *Provide advice on sound financial management.*
- *Timely apply guidance provided by HQ and the FPI Regional Team on new procedures and new interpretations of existing rules.*
- *Close collaboration with the operational colleagues of the FPI Regional Team.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide support on finance and contracts issues to EU Delegations by replying to questions/issues raised.*
- *Occasionally provide back up for financial initiation and verification tasks to the Regional Team and 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.*

+ 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*

+ EXTERNAL RELATIONS

- *Presentation of EU rules and regulations related to finance and contracts.*

Job requirements

Experience"

+ FINANCE, FINANCIAL ENGINEERING and SERVICES, BUDGET, FINANCE, CONTRACTS and ACCOUNTING, PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Financial and contract management, financial verification functions, previous experience in an EU Delegation is an asset.

Languages

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

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*
LEGAL ANALYSIS, ADVICE and ASSISTANCE
Analysis of legal and contractual documents
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Eye for detail / Accuracy
- *Prioritising and Organising*
- *Resilience*
Stress resistance
- *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: