EUROPEAN COMMISSION
Job Description Form

Job description 407645
Job description version 1 in *FPI.8*
Valid from 01/01/2023 until

Name

Position
    CONTRACT AGENT FGIII

Job title
    Budget Assistant

Domains
    Generic domain
        EXTERNAL RELATIONS
    Intermediate domain
    Specific domain
        BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job
    No

Overall purpose
    Initiate and facilitate the correct and efficient use of European Peace Facility (EPF) budgetary resources managed by FPI. Provide support to the budget officer to prepare the annual European Peace Facility (EPF) budget for Assistance Measures, related amending budgets and carry-over / transfer decisions and support to the preparation of the annual EPF accounts as regards Assistance Measures. Assist with other financial, audit and budgetary tasks of the Unit as necessary including acting as initiating agent for the administrative budget.

Legal disclaimer
    Users are advised to check the available list of Legal Disclaimers related to their contract type.

Functions and duties

+ <u>BUDGET and FINANCE</u>
- Prepare budgetary authority transfers - encoding in ABAC, preparing files for the signature of the administrator for assistance measures, transmission to the budgetary authority and follow up after their adoption.
- Ensure and follow-up financial management of administrative expenditure including contractual.
- Support in monitoring the execution of the EPF budget lines and preparing transfer requests.
- Provide support in processing financial data relating to the preparation and execution of the budget.
- Follow up programming and implementation of financial activities according to the budgetary and financial rules in force.
- Follow up the consumption of the commitments and payment credits using ABAC.

+ <u>BUDGET and FINANCE</u>
- Contribute to annual activity reports and provide information for internal audits and the EPF College of Auditors, as necessary.
- Maintain budgetary follow-up tables for management.
- Contribute to regular reports, commentary, and advice on execution of the EPF budget managed by FPI, monitoring achievement of targets contained in budget forecasts and progress with RAL.
- Contribute to the conception, elaboration and implementation of procedures and internal rules for the execution of budgetary resources.
- Contribute to the full implementation of the Internal Control Standards.

+ <u>BUDGET and FINANCE</u>
- Support to prepare the timetable and the content of the Draft Budget for Assistance Measures, related amending budgets and carry-over / transfer decisions, and provide the necessary information on time.
- Verify the inputs for the Draft Budget (DB), ensuring quality and consistency between different contributions. Consolidate the DB.
- Support to prepare any additional inputs required from the EPF Committee. Contribute to briefings and information notes on the EPF for the HRVP/officials.
- Analyse financial data relating to the preparation and execution of the EPF budget. Assist in the preparation of budget forecasts.
- Prepare regular financial reports and replies to information requests from Member State authorities and the general public on budget and finance matters.

+ <u>BUDGET, FINANCE, CONTRACTS and ACCOUNTING</u>
- Assist with the preparation of the annual EPF accounts as regards Assistance Measures and the related checks.
- Backstop for other staff in the Unit dealing with appropriations, sub-delegations within FPI/EPF units, ABAC structure and accountancy, particularly during absences.

+ <u>INTER-SERVICE COORDINATION and CONSULTATION</u>
- Support business continuity within the Unit through occasional support to financial circuits and public procurement procedures.

Experience

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING, EXTERNAL RELATIONS, INTERINSTITUTIONAL RELATIONS, INSTITUTION-LEVEL COORDINATION and CONSULTATION

    Job-Related experience:at least 3 years
    Qualifier:essential

+ *FINANCE, FINANCIAL ENGINEERING and SERVICES*
    Job-Related experience:at least 2 years
    Qualifier:desirable
Experience of financial initiation within the Commission and within the external relations family would be an advantage, including experience in budget or finance and contracts.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  - *BUDGET and FINANCE*
    - *Budgetary rules and procedures*
    - *Financial regulation and procedures*
- *POLICY*
  - *POLICY IMPLEMENTATION*
    - *Rules and procedures concerning the implementation of EU policies*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
  - *ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
    - *Administrative rules and procedures of the Institution*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
    - *ABAC Report*
    - *ABAC Workflow*
- *IT tools for OFFICE AUTOMATION*

Competences

- *Analysing and Problem Solving*
  - *Ability to conceptualise problems, identify and implement solutions*
  - *Capacity to analyse and structure information*
  - *Numeracy*
- *Communicating*
  - *Ability to communicate in meetings*
  - *Ability to understand*
  - *Capacity to communicate technical or specialised information*
- *Delivering Quality and Results*
  - *Ability to identify user's needs*
  - *Ability to work in a proactive and autonomous way*
  - *Client orientation*
  - *Eye for details / Accuracy*
- *Learning and Development*
  - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
  - *Capacity to deliver in a structured way*
  - *Coordination skills*
- *Resilience*
  - *Stress resistance*
  - *Perseverance*

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: