

Vacancy notice FPI no. 407645
Budget Assistant
Contract Agent Function Group III

We are

The core business of the European Commission's Service for Foreign Policy Instruments (FPI) is to put EU foreign policy into action – fast and flexibly – in a policy-driven approach. The Service deals with the regulatory and financial aspects of EU foreign policy. It acts as first responder to foreign policy needs and opportunities, focusing on conflict prevention and peace as well as on leveraging the EU's influence in the world. It also supports initiatives on global, trans-regional and emerging threats and the Service performs the role of administrator and perform the financial tasks of the European Peace Facility in relation to assistance measures with military and defence implications.

The Service plays a crucial role in translating the European Commission's political priorities into external action, in line with the EU's Global Strategy for Foreign and Security Policy.

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.

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. In terms of values, the service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritizing effective communication at all levels.

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 FP, 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 all EPF procurement procedures with particular attention to risk assessment and risk management.

The estimated size of the unit will be 25 staff members. 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 Budget Assistant 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 initiate and facilitate the correct and efficient use of European Peace Facility (EPF) budgetary resources managed by FPI.

Assist with other financial, audit and budgetary tasks of the Unit as necessary including acting as initiating agent for the administrative budget. 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.

We look for

We look for a highly motivated colleague with sound experience and strong interest in budgetary planning and accounting and coordination. The candidate should have proven experience of budget and accounting of at least 3 years. Experience in the following areas would be of particular interest to the Service:

- budgetary performance management;
- accounting

The successful candidate should have excellent organisational skills with the capacity to work with others within and outside the Service in an effective manner at multiple levels.

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.

An excellent knowledge of English is essential and a good knowledge of French is an asset. Experience of external relations operations would be an advantage. Knowledge of the policy environment in which FPI is called upon to operate is a strong asset.

The candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

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. 407645 – Budget Assistant

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: 25 November 2022 @ 12:00 noon (Brussels time)