



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Draft*)
Job description version381342 in *FPI.8*
Valid from until

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 European Peace Facility (EPF) 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 and provide 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

- *Act as point of entry to the operational manager for all financial and budgetary information regarding allocated files.*
- *Prepare and initiate financial transactions (commitments, contracts, payments, extensions and amendments of contracts, regularisations of payments and recovery orders, financial guarantees, etc) in order to ensure sound financial management and compliance with the regulatory environment (e.g. EPF basic acts, Financial Regulation, EPF implementing rules, internal rules, financing decisions, instructions and templates).*

- *Ensure the legality, regularity and correctness of contribution agreements, procurement contracts and grant agreements, invoices and recovery orders by performing a standard set of checks and control 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*
- *Initiate procurement files in accordance with the regulatory environment*
- *Backstop for other initiators in the unit, particularly during absences; if required, verify financial transactions initiated by the unit for which the jobholder is not the initiating agent*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Assist with calls for contributions (reminders, charges of late payment interest, regularizations).*
- *Analyse and draw up conclusions on the accounts and financial statements.*
- *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 cooperation with audit actors as required.*
- *Assist in preparation of the documents for briefings, presentations as required.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Manage and register 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.*
- *Manage Functional Mailboxes as assigned*

+ AUDIT, CONTROL and INSPECTION

- *Implement and monitor internal control principles with respect to financial procedures within the Unit.*
- *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"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 3 years

Qualifier: essential

Experience of 3 years in financial project Management in the EU Institutions or equivalent in private sector, international organisation or other public administration. Previous experience in an EU Delegation is an advantage

Languages

Listening	Reading	Spoken interaction	Spoken production	Writing
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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*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *Rules and procedures concerning calls for proposals, calls for tenders, 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*
- *INFORMATION and DOCUMENT MANAGEMENT*
 - *LIBRARIES and ARCHIVES*
 - *ARCHIVING*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *ABAC Workflow*
 - *EDES (Early Detection and Exclusion 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:

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: