



European Commission

Vacancy notice COM/2022/983 (Status: Published)

FINANCE AND CONTRACTS ASSISTANT - VERIFICATION - EUROPEAN PEACE FACILITY (AST1/AST9)

FPI.8 European Peace Facility – Budget & Finance

BRUSSELS(Belgium)

COM number: COM/2022/983

Publication: from 31/03/2022 to 30/05/2022 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

Job Properties

Job ID:	386512
Job available from:	01/04/2022
Management job:	no
Budget:	Administration
Security clearance required:	yes

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 performs 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.

Since the establishment of the off-budget European Peace Facility in March 2021, the Service performs the role of administrator for assistance measures with military and defence implications. In this respect, the Unit (FPI.8) carries out finance and contract operations for the assistance measures funded under the European Peace Facility. FPI.8 ensures sound financial management of EPF operations under the overall responsibility of FPI. It also oversees and reports on the annual budgetary procedure in relation to FPI-managed off-budget EPF operations in order to ensure the reliability of accounts, including ABAC access rights. Furthermore, it ensures the conduct and oversight of all EPF procurement procedures with particular attention to risk assessment and risk management.

In close cooperation with FPI.5, the Unit manages the audit-related and the specific EPF actions in line with FPI's Anti-Fraud Strategy in relation to all off EU budget transactions.

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

We propose

We propose an attractive and challenging position as Financial Verifying Agent on EPF financial and contractual transactions ensuring their compliance with the applicable rules, regulations, and the principle of sound financial management. In particular, the candidate will verify the financial transactions concerning assistance measures funded under the EPF.

The candidate should verify and facilitate the correct and efficient use of budgetary resources managed by FPI as administrator for EPF assistance measures, to contribute at providing a reasonable assurance on the implementation of EPF budget appropriations by the Service. S/he will also assist with other financial and budgetary tasks of the Unit, as necessary.

FPI offers a dynamic and challenging working environment with a relatively flat hierarchy and opportunities for visibility and advancement combined with considerable responsibility and independence.

We look for

We are looking for an experienced colleague with solid, proven professional experience in:

- Financial Verification: verify financial transactions to ensure sound financial management and compliance with the EPF legal basis and regulatory framework, the EU Financial Regulation, all other relevant regulations and rules and the policy of the Service.
- Applicable regulatory framework: provide advice and guidance on the regulatory framework governing the execution of budgetary appropriations and contribute to preparation and review of EPF internal guides, instructions note, and specific guidelines, and contribute to the formulation of FPI inputs/comments in reply to consultations on financial and contractual guides and instructions prepared and managed by other DGs;
- Procurement rules: verify procurement files and procurement procedures.

We are looking for a dynamic and well-organised Financial Assistant with team spirit and proactive attitude, combined with a high sense of responsibility.

The candidate should have proven experience of financial and contractual management of at least 3 years. Working experience with ABAC is a strong asset.

Excellent communication skills both verbal and written in English is essential. Experience of external relations operations would be an advantage.

A good working knowledge of French is an advantage.

Knowledge of the policy environment in which EPF is called upon to operate is a strong asset.

The candidate 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 (to be allowed to perform her/his job).

Recruitment policy

Who else other than officials with a 'type of post of the person' "ASSISTANT" can apply for this job?

Officials whose type of post of the person is:

- "Support agent in transition" (ex-D AST/1-5), or
- "Administrative assistant in transition"(ex-C AST/1-7), or
- "Assistant in transition"

can also apply for this job.

If one of those officials is selected, she/he will be transferred after a publication. Her/his 'type of post of person' will be modified to become "ASSISTANT".

Officials whose 'type of post of person' is "SENIOR ASSISTANT IN TRANSITION" (AST/10-11) can also express interest for this job. If she/he is selected, she/he will be transferred in the interest of the service. This transfer will not modify the 'type of post of person'.

In the case of inter-institutional mobility, officials in the function group AST with grades AST 10 and AST 11 cannot apply for this job.

Applications of officials from the EEAS (AST1 - AST9 only) who were Commission officials until they became EEAS officials are eligible and will be considered as internal candidacies.

Applications from officials currently serving in a Delegation who are not included in the current rotation list are not, in principle, eligible and will only be considered in the interest of the service.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any point in their careers. However, candidates should note that, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

At any stage of the procedure the selection process can be terminated and the post filled by a transfer (Art. 7 Staff Regulations).

The candidates who cannot apply via sysper (other institutions, EPSO laureates) should send their CV and motivation letter (including document certifying their status and grade) to HR-BXL-Officials-TA-FPI@ec.europa.eu before the deadline, indicating in the "subject" field the COM vacancy number and the name of the FPI unit.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

Contacts

Name	Phone number	Email
Benedetta DENTAMARO	(32)22986875	Benedetta.DENTAMARO@ec.europa.eu

How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-BXL-Officials-TA-FPI@ec.europa.eu

Closing date

The closing date for registration is 30/05/2022. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?ln=en>



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version386512 in *FPI.8*
Valid from29/03/2022until

Job Profile

Position

ASSISTANT

Job title

Finance and Contracts Assistant - Verification - European Peace Facility

Domains

Generic domain

EU FOREIGN RELATIONS (excl Security and Defence)

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job Family

Budget, Finance and Contracts

Sensitive job

No

Overall purpose

Act as Financial Verifying Agent on EPF financial and contractual transactions ensuring their compliance with the applicable rules, regulations and the principle of sound financial management. Verify and facilitate the correct and efficient use of budgetary resources managed by FPI as administrator for EPF assistance measures, in order to contribute to providing a reasonable assurance on the implementation of budget appropriations by the Service. Assist with other financial and budgetary tasks of the Unit as necessary.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Verify 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 EPF legal basis and regulatory framework, the EU Financial Regulation, all other relevant regulations and rules and the policy of the Service.*
- *Check financial transactions initiated by the Unit for which the jobholder is not the initiating agent.*
- *Analyse and verify Financing Decision files (BIS, ISC files, Commission Decisions) in order to ensure sound financial management and compliance with the EPF legal basis and regulatory framework, the EU Financial Regulation, all relevant regulations and rules and the policy of the Service as well as coherence with the Commission's policy goals.*
- *Verify procurement files in accordance with the regulatory environment.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Provide advice and guidance on the regulatory framework governing the execution of budgetary appropriations (e.g. basic acts, financial rules, instructions, manuals of procedures, checklists, interpretations from DG Budget, Legal Service, Secretariat General).*
- *Proactive and timely diffusion of information and guidance on new procedures and new interpretations of existing rules.*
- *Provide advice and support to colleagues on contractual, procurement and financial issues as appropriate.*
- *Provide advice and guidance on procurement files.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Act as chairperson and/or secretary of evaluation committees for procurement and call for proposals.*
- *Contribute to preparation and review of FPI internal guides, instructions notes, and specific guidelines, and contribute to the formulation of FPI inputs/comments in reply to consultations on financial and contractual guides and instructions prepared and managed by other DGs*
- *Provide on the job training to new colleagues in the team regarding contractual and financial issues in consultation with the Team Leader.*
- *Make proposals to continuously improve/adjust FPI's control strategy and procedures.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Contribute to the conception, elaboration and implementation of procedures and internal rules for the execution of EPF budgetary resources.*
- *Contribute to the implementation of the Internal Control Principles.*
- *Cooperate with the operational and audit actors so as to provide additional information needed in the scope of the performed audits.*
- *Participate in the risk assessment of contracts to identify cases that require an additional ex-ante control (e.g. supporting documents, on-the-spot control, external audit).*
- *Provide comments on draft audit and expenditure verification reports.*

+ INSTITUTION-LEVEL COORDINATION and CONSULTATION

- *Liaise with DG BUDGET, IAS, and other Commission services on budget and financial issues under the responsibility of the Unit and participate in relevant networks and groups.*
- *Contribute to inter-service consultations.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Carry out ABAC transactions related to budget lines managed directly by FPI.*
- *Verify accuracy and completeness of data in information systems (ABAC) before granting Financial Verification visa.*
- *Backstop for other staff in the Unit (verifiers and budget cell within the Unit), particularly during absences.*
- *Contribute to financial reports.*

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 3 years

Qualifier: essential

Ideally previous experience should be in a Financial Unit within the Commission where knowledge of financial and contractual management rules and Commission procedures has been acquired.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

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*
LEGISLATIVE WORK
Legal texts revision
LEGAL ANALYSIS, ADVICE and ASSISTANCE
Analysis of legal and contractual documents
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
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 work in a proactive and autonomous way
Eye for detail / Accuracy
- *Prioritising and Organising*
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Confidentiality

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: