

Vacancy notice FPI N° 250886
Finance and Contracts Assistant – Initiation
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 acts as administrator 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 High Representative/Vice President. The Service works in close cooperation with the other Commission services, as well as with the European External Action Service (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 prioritising effective communication at all levels.

The Unit (FPI.4) is the focal point for finance and contracts operations under the EU budget with following three main areas and purposes:

- financial management: to ensure sound financial management of operations under the responsibility of FPI, 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 all FPI on-budget managed instruments/operations and to ensure reliability of accounts;
- planning reporting, evaluation: to lead the Strategic Planning and Programming cycle, report on results and performance, evaluate outcomes, manage IT systems access rights and provide support.

The Unit also acts as focal point for relations with other institutions and administration of FPI staff missions.

The Unit is composed of highly motivated staff members; 31 in Headquarters and 24 staff in Delegations. Team spirit, a strong sense of initiative and responsibility is a common feature of all Unit members.

We propose

We propose an attractive and challenging position as Finance and Contracts financial initiator to manage files related to the Common Foreign and Security Policy (CFSP), the Neighbourhood, Development and International Cooperation Instrument (NDICI) - Global Europe, as well as the instruments of the previous Multiannual Financial Framework (MFF). The work involves ensuring the legality and regularity of all processed financial transactions. The work involves coordination with Commission line DGs and the EEAS on EU policies and their projection abroad. The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on cooperation.

We look for

We look for an experienced, dynamic, reliable, well-organised Finance and Contracts financial initiator with a good team spirit and excellent planning and coordination skills. They should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. They should be able to adjust to multiple tasks even under tight deadlines.

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.

The candidate should have at least 3 years' experience in finance, contracts and procurement. Experience of 3 years in audit or financial/project management in the EU Institutions or equivalent in private sector, international organisation or other public administration is an advantage, as well as previous experience in an EU Delegation. A very good knowledge of English is essential as is a good working knowledge of French. Knowledge and experience in accounting and/or in EU external relations is a strong asset.

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 N° 250886 – Finance and Contracts Assistant/Initiator

Only Function Group III contract agents currently in the EU institutions, candidates from a Function Group III EPSO CAST valid reserve list or candidates registered as Function Group III in the EU CV online database will be considered for this position.

Deadline for application: 17 March 2023 @ 12:00 noon (Brussels time)