



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Approved*)  
Job description version268875 in *NEAR.R.5*  
Valid from01/10/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Financial Assistant

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, to contribute to the implementation and execution of pre-accession assistance to the Candidate countries and Potential candidates addressing compliance with legality, regularity, financial, accountancy and budget aspects.

## **Functions and duties**

### **+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- *Initiate and/or review as financial initiating agent the level-1 financial transactions (financing decisions, agreements, amendments, de-commitments, closures, etc.) addressing all legality, regularity, consistency, financial, accountancy and budget aspects;*
- *Initiate as financial initiating agent financial transactions (level 2, contracts, financing agreements, amendments, Request for funds including pre-financing payments, clearing of pre-financing, interim and final payments, recoveries, forecast of revenues, waivers, bank account files, legal entity files, de-commitments, closures etc. ) addressing all legality, regularity, consistency, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.*
- *Initiate and/or review as financial initiating agent financial declarations, audit reports, irregularity reports, clearance-of-accounts opening and closing positions, reallocation of funds, addressing all legality, regularity, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.*
- *Perform or contribute to the preparation of audits, ex post controls and on-the-spot-monitoring visits as necessary.*
- *Ensure correct encoding in the relevant IT systems*

### **+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- *Provide advice to colleagues, both in HQ and the EU Delegations for all types of procedures, transactions and financial circuits.*
- *Contribute to the development and implementation of homogeneous and compatible guidance procedures, norms and methods to process and access financial information and documents.*
- *Prepare and maintain reporting and follow-up tables as tools for decision-making of staff and managers.*
- *Prepare and finalise notes and financial correspondence.*
- *Liaise with external parties, dealing with queries and problems as required.*
- *Prepare replies to requests for information from the hierarchy and other services within the Commission.*

### **+ INFORMATION and DOCUMENT MANAGEMENT**

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).*
- *Provide the files and documents needed for current work.*
- *Apply the rules for document management and archives.*
- *Arrange files and records.*
- *Receive, maintain, locate, access documents and records.*
- *Upload documents in the IT systems as required.*

## Job requirements

### Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:essential

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience:less than 1 year

Qualifier:an advantage

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:essential

+ EXTERNAL RELATIONS

Job-Related experience:less than 1 year

Qualifier:an advantage

### Languages

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

### Knowledge

- *ANALYSIS and INTELLIGENCE*  
*ANALYSIS and ADVICE*  
*Methods of information research in data sources and databases*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*FINANCIAL and BUDGETARY MANAGEMENT*  
*Financial regulation and procedures*  
*Budget requirements, allocation and reporting*  
*Budget monitoring and reporting*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Workflow*  
*CRIS (Common Relex Information System)*  
*IT tools for OFFICE AUTOMATION*  
*Excel*  
*Word*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*
- *INTERNATIONAL RELATIONS (generic)*  
*PRE-ACCESSION and ENLARGEMENT*  
*Accession/pre-accession programmes*

## **Competences**

- *Analysing and Problem Solving*  
Capacity to analyse and structure information  
Inquiring mind  
Numeracy
- *Communicating*  
Ability to understand and be understood
- *Delivering Quality and Results*  
Ability to work in a proactive and autonomous way  
Eye for detail / Accuracy
- *Learning and Development*  
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*  
Capacity to deliver in a structured way
- *Resilience*  
Stress resistance
- *Working with Others*  
Ability to work in a team

## **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:*