Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Finance and Contracts Assistant - Verification

Domains

Generic domain
EXTERNAL RELATIONS

Intermediate domain

Specific domain
BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Act as Financial Verifying 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. Verify and facilitate the correct and efficient use of budgetary resources managed by FPI for EPF 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. Act as Financial Initiating Agent, as needed in the interest of the service.

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**
- 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 Financial Regulation, EPF Implementing rules and all other relevant regulations and rules and the policy of the Service.
- 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 Regulation, EPF Implementing rules, instructions, Manual 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/EPF internal guides, instructions notes, and specific guidelines, and contribute to the formulation of FPI/EPF 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/EPF’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 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. Carry out on-the-spot checks.

**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/EPF.
- Verify accuracy and completeness of data in information systems (ABAC) before granting Financial Verification visa.
- Backstop for other staff in the Unit (verifiers), particularly during absences. If required, initiate financial transactions to be verified by another jobholder.

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
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### Knowledge
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
    - Financial and budgetary terminology
    - Budgetary rules and procedures
    - Budget monitoring and reporting
    - Rules and procedures relating to grants
    - Implementing rules,
    - Financial regulation and procedures
  - **PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts task letters
    - 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
    - EWS (Early Warning System)
  - **IT tools for OFFICE AUTOMATION**
    - Excel
  - **IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT**
- **LAW**
  - **LEGAL ANALYSIS, ADVICE and ASSISTANCE**
Analysis of legal and contractual documents

**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

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**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:**

Possible verification missions to countries where EPF operates. Job related to activities in crisis contexts.

**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:**