Job Profile

Position
CONTRACT AGENT FGIV

Job title
Finance and Contracts Officer - In Delegation

Domains
Generic domain
INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain
BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job
No

Overall purpose
To assist with the financial and contractual management of projects and contracts in the portfolio of the Regional Team in Bangkok covering the Delegations of Thailand, Laos, India, Bhutan, China, Mongolia and Timor Leste.

To assist the Head of Finance, Contracts and Audit on other financial and budgetary tasks and act as focal point for one or more regionalised Delegations under the remit of the Regional Team.
**Functions and duties**

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - Assist operational initiators with the formal aspects of the preparation of a call for proposals / tender dossier.
  - Supervise the respect of the Financial Regulation and the compliance with the applicable rules in the operations.
  - Prepare the grant agreement / contract / addendum with the selected beneficiary / contractor.
  - Prepare payments ensuring that are financially and procedurally correct, that is, in conformity with the contract and the regulations.
  - Ensure the function of Financial Initiator (payments, forecasts of revenue, recovery orders de-commitments) in ABAC.
  - When necessary, ensure Financial verification in absence of officials in the section to ensure business continuity

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - Contribute to the development and implementation of homogeneous and compatible procedures, norms and methods to process and access financial information and documents.
  - Assist in preparing and monitoring the financial aspects of Calls for Proposals and Calls for Tender.
  - Provide advice and technical support to staff having operational initiation functions in all the financial process (selection, negotiation, preparation, amendment and closing of contracts, commitment, payments, recoveries and visas) in order to solve specific financial issues as well as to ensure financial viability.
  - Prepare and finalise notes and financial correspondence.
  - Help in planning and coordination of the activities for the delegations in charge
  - Monitor project implementation both financially and contractually

+ **INFORMATION and DOCUMENT MANAGEMENT**
  - File financial documents, correspondence and returned files and requests for clarification, according to filing rules.
  - Open, register and filter incoming mail related to financial issues and route mail to appropriate individuals / units.
  - Oversee all original contracts and the corresponding database
  - Maintain a master archive of signed contracts and advance payments.
  - Ensure quality and coherence of financial and contractual data in/between different databases.

+ **BUDGET and FINANCE**
  - Prepare and maintain follow-up tables as tools for decision-making of staff and managers.
  - Prepare replies to requests for information from the hierarchy and other services within the Commission.
  - Update the file maintained by the operational initiator with the work done by the financial initiator.

+ **AUDIT, CONTROL and INSPECTION**
  - Provide assistance for "on the spot" control and audit missions.
  - Follow up audited contracts.
  - Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors
+ PROCUREMENT and CONTRACT MANAGEMENT
• Verify Call for tenders and call for proposals procedures (guidelines, evaluations)
• participate (secretary) in evaluation committee
• Assist in the preparation of contracts and contract addenda for the financial aspects including terms of payments and costs breakdown

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING
• Provide on the job training to new colleagues in the Delegation regarding contractual and financial issues in coordination with the Head of Section.
• Collaborer avec l'assistant d'administration financière et de gestion de contrats à la coordination du contrôle et des rapports budgétaires.
• Coordonner l'exécution des audits sous le contrôle des auditeurs internes.

Job requirements

Experience
+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, AUDIT, CONTROL and INSPECTION, LEGAL ANALYSIS, ADVICE and ASSISTANCE
Job-Related experience: at least 3 years
Qualifier: essential

Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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</tbody>
</table>

Knowledge

• BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  □ BUDGET and FINANCE
    □ Financial regulation and procedures
    □ Financial circuits
  □ PROCUREMENT and CONTRACT MANAGEMENT
    □ Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
  □ ACCOUNTING
    □ Analysis of invoices and cost statements

• IT TOOLS for SPECIFIC APPLICATION AREAS
  □ IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
    □ ABAC Workflow
    □ CRIS (Common Relex Information System) Consultation
    □ BPC Forecast
  □ IT tools for EXTERNAL RELATIONS
Competences

- Analysing and Problem Solving
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
- Delivering Quality and Results
  - Ability to identify user’s needs
  - Ability to work in a proactive and autonomous way
  - Quality & process management abilities
- Prioritising and Organising
  - Capacity to deliver in a structured way
- Working with Others

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

[X] Atypical working hours
[ ] Specialised Job

Missions

[X] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

Comments:
Missions possibles afin de couvrir la dimension régionale du portefeuille géré par la Délégation

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: