EUROPEAN COMMISSION
Job Description Form

Job description version 7 (Approved)
Job description version 84606 in NEAR.R.5.DEL.Albania.004
Valid from 01/09/2022 until

Job Holder
Name

Job Profile

Position
CONTRACT AGENT FGIII

Job title
Finance and Contracts Assistant - Initiation

Domains

Generic domain
PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain
BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job
No

Overall purpose
Under the responsibility of the Head of Section ensure legality and regularity of all transactions in line with the Regulation, Commission procedures and prevailing instructions

Legal disclaimer
Functions and duties

+ BUDGET and FINANCE
  • Initiate, prepare and review the financial transactions (budgetary commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recovery of funds, forecast of revenues, guarantees, waivers, bank account fiches, closures, etc.) addressing all legality, regularity, financial, accountancy and budget aspects
  • Prepare financial correspondence and notes
  • File financial documents, correspondence and returned files and requests for clarification, according to filing rules, both in CRIS and in proper files.
  • Draft financial aspects of contracts, draft documents linked to financial operations (addenda, payment orders, recovery orders, debit notes)
  • Ensure that the adequate financial circuits are in place and followed
  • Ensure the quality (including the accuracy and comprehensiveness) of the data entered in CRIS

+ PROCUREMENT and CONTRACT MANAGEMENT
  • Back-up in technical evaluation committees concerning call for tenders and call for proposals
  • Verify the legal aspects of contracts signed by the Delegation
  • Contribute to internal and external communication and knowledge on contractual issues
  • Draft answers to complaints and follow-up complaint cases and requests for conciliation procedures

+ AUDIT, CONTROL and INSPECTION
  • Assist in annual audit plans and assurance / control strategies including on-the-spot checks
  • Participate in monitoring and/or on-the-spot checks
  • Assist with audit missions
  • Assistance in the follow-up on audit reports and other controls

+ INTER-SERVICE COORDINATION and CONSULTATION
  • Ensure smooth coordination and exchange of information with other sections of the Delegation and with the concerned services at headquarters
  • Ensure proper archiving and filing of documents for which the Section is responsible related to EU assistance programmes

+ INTERNAL COMMUNICATION (general)
  • "Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."

Job requirements

Experience

+ PROCUREMENT and CONTRACT MANAGEMENT
  Job-Related experience: at least 3 years
  Qualifier: essential
  Experience in the financial management of EU funds; Proven knowledge of the EU Financial Regulation and its Rules of Application; Proven experience and knowledge of the functioning of financial circuits and financial controls of contracts and invoices; Excellent knowledge of MS Office applications (in particular Excel and Word); Experience with CRIS and ABAC. A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.

Languages
Listening  |  Reading  |  Spoken interaction  |  Spoken production  |  Writing  
---|---|---|---|---
English  |  C1  |  C1  |  C1  |  C1

Knowledge

- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
    - ABAC Workflow
    - CRIS (Common Reflex Information System) Saisie Budget
    - SINCOM2 (Système INformatique COMptable)

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
  - Numeracy

- Communicating
  - Ability to communicate in meetings
  - Capacity to communicate technical or specialised information
  - Capacity to present issues to an audience
  - Drafting skills

- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Conscientiousness
  - Eye for detail / Accuracy

- Prioritising and Organising
  - Capacity to deliver in a structured way

- Resilience
  - Perseverance

- Working with Others
  - Ability to work in a team
  - Knowledge sharing

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: