



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version455923 in *NEAR.R.5.DEL.Turkiye.006*
Valid from16/10/2024until

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 supervision of the Head of Section ensure legality and regularity of all transactions in line with the applicable Regulations, Commission procedures and prevailing instructions.

Functions and duties

+ AUDIT, CONTROL and INSPECTION

- *Establishment of the Annual Audit Plan and modification requests based on the methodology and risk assessment guidelines. Provision of audit advice within the Delegation.*
- *Management of the audit/verification contracting process (Terms of Reference, Request for Services, offers, evaluation, award, audit contract initiation, monitoring and closure).*
- *Coordination of audit/verification implementation with all relevant actors (auditors, auditees and the responsible financial and operational agents of the audited contract in the Delegation)*
- *Close monitoring of the audit/verification reporting (submission of draft, pre-final and final versions of audit/verification reports).*
- *Analysis and provision of consolidated comments (ATM, responsible operational and financial agents) to the auditors in the establishment of the reports/audit findings.*
- *Monitoring of the implementation of audit plans in view of audit-related KPIs. Follow-up of appropriate implementation of the audit findings/Action Plan through recovery of ineligible expenditure identified by audits/verifications, including of the non-financial findings if applicable*

+ AUDIT, CONTROL and INSPECTION

- *RER (liaising with the auditors and auditees, providing documents, monitoring the progress, commenting on draft findings, coordinating the follow-up of findings, registering the follow-up actions in the audit module)*
- *Act as a focal point for any other audits/verifications of the delegation by CoA, IAS.*
- *Coordinating other control activities, especially on-the-spot checks*
- *Reporting on audit and control activities annually (contribution to EAMR) and ad hoc as requested*
- *Supporting the OLAF focal point by flagging and reporting on potential irregularities/fraud, collection of information or supporting documents, follow-up of OLAF recommendations.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Ensure conformity of procurement with Regulations, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes.*
- *Managing the complete tender and contracting process for external audits and verifications and contribute to the forecasting exercise of audit/verification contracts*
- *Participate in tender evaluations as Secretary in direct management environment.*
- *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*

+ 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*
- *Preparing payments of audit/verification contracts as an operational initiator.*
- *Prepare financial correspondence and notes. File financial documents, correspondence and returned files and requests for clarification, according to filing rules, both in CRIS, ARES 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 financial circuits are followed*
- *Encoding data and ensuring quality and completeness of data and the required documentation in CRIS, OPSYS, ARES and Audit Module.*

+ 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"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:an advantage

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:desirable

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
BUDGET and FINANCE
Financial regulation and procedures*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION*
- *INTERNATIONAL RELATIONS (generic)
INTERNATIONAL COOPERATION and DEVELOPMENT
Project cycle management in the field of foreign aid*

Competences

- *Delivering Quality and Results
Accountability
Eye for detail / Accuracy*
- *Learning and Development
Flexibility (openness towards new demands, etc.)*
- *Working with Others
Confidentiality*

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: