



## EUROPEAN COMMISSION

### Job Description Form

Job description version14 (*Active*)  
Job description version270966 in *INTPA.C.4*  
Valid from08/03/2023until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Finance and Contracts Assistant

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Initiation and follow-up of financial transactions related to programming documents (identification and action fiches), financing agreements, delegation agreement, procurement and grants. Preparation and participation in calls for proposals and calls for tenders. Follow up of litigations and complaints related to contracts signed by the Commission services. Financial reporting, legal and financial advice and support to the Delegations of the European Union in Latin America.

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Ensure compliance of the financial transactions with the provisions of the Financial Regulations and their implementing rules, the internal rules for implementation of the budget, the relevant Basic Act, the financing decision and the other rules and budget related provisions in the context of the work programme of the Directorate/Unit.*
- *Ensure the legality, regularity and correctness of financial agreements, procurement contracts and grant agreements, invoices and recovery orders by performing a standard set of checks and control procedures.*
- *Assess and ensure the successful completion of the financial circuit for payments/recovery orders in the accounting system.*
- *Act as a point of contact for contractors/grant beneficiaries in the context of the ongoing financial transactions.*
- *Ensure compliance with the early warning system alerts*
- *Assess and ensure the validity of bank guarantees*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Assist in the preparation and control of the financial elements in the calls for tenders and calls for proposals, initiated in Headquarters.*
- *Provide assistance to budgetary execution, in the discharge procedure and the financial circuits.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Initiate files related to EU Delegations' transactions that require approval at the level of the hierarchy in Headquarters*
- *Assist the provision of legal support through the functional mailbox or facilitate answers to standard questions and issues on bilateral basis directly to the FCA staff in the EU Delegation(s)*
- *Track and monitor the financial transaction initiated in the EU Delegation(s) in charge so as to facilitate the completion of the financial circuits and to avoid delays and errors.*
- *Track and monitor the financial results and other necessary financial operations such as decommitments and closures so as to assist the EU Delegation in the establishment of action plans where necessary.*
- *Assist the EU Delegation(s) in the work related to the progress of complex projects, litigations, OLAF and audit cases.*
- *Participate in support missions to EU Delegations*

### + INFORMATION and DOCUMENT MANAGEMENT

- *Participate in support missions to EU Delegations*
- *Manage the correspondence on financial issues with external and internal actors in the realm of the tasks and topics assigned.*
- *Oversee all original contracts and corresponding databases.*
- *Check and ensure the correctness and authenticity of the originals of signed contracts and other original financial documents*
- *Ensure the quality and coherence of financial data in the different databases and systems.*

### + BUDGET and FINANCE

- *Prepare and update the financial results tracking tables used by staff and hierarchy as decision-making tools.*
- *Prepare responses to requests for financial data and information from the hierarchy and other services of the Commission.*

+ AUDIT, CONTROL and INSPECTION

- *Participate in the risk assessment of contracts with the aim to identify cases that require an ex-post control*
- *Collaborate with the operational and audit actors so as to provide additional information needed in the scope of the performed audits*
- *Provide comments on draft audit and expenditure verification reports*
- *Participate in verification missions to EU Delegations as well as on-the-spot checks of projects, directly managed by the Commission.*

+ POLICY COORDINATION

- *Contribute to work through co-creation, acting together and drawing on the expertise of colleagues, to identify, build & develop common actions & policies under the DGs strategic objectives*
- *Contribute to the rollout and implementation of Global Gateway in the relevant areas of the Unit*

<b>Job requirements</b>
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**Experience"**

+ BUDGET and FINANCE

Job-Related experience:at least 3 years

Qualifier:an advantage

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
Spanish	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

## **Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - BUDGET and FINANCE**
    - Financial and budgetary terminology*
    - Financial regulation and procedures*
    - Budget monitoring and reporting*
    - Rules and procedures relating to grants*
  - EU/INSTITUTION-SPECIFIC FUNDING and RULES**
    - Implementing rules*
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Subventions and procurement*
    - Contract monitoring*
  - ACCOUNTING**
    - Analysis of invoices and cost statements*
    - Rules and procedures relating to recovery activities*
- **INFORMATION and DOCUMENT MANAGEMENT**
  - DOCUMENT MANAGEMENT**
    - Rules and procedures relating to document management within the Institution*
  - LIBRARIES and ARCHIVES**
    - ARCHIVING**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
    - ABAC Accounting*
    - CRIS (Common Relex Information System)*
  - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*

## **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 identify user's needs*
  - Ability to work in a proactive and autonomous way*
- **Prioritising and Organising**
  - Capacity to deliver in a structured way*
- **Working with Others**
  - Ability to work in a team*
  - Knowledge sharing*
  - Sociability skills*

<b>Job Environment</b>
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### **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:*