



EUROPEAN COMMISSION

Job Description Form

Job description version 11 (*Approved*)
Job description version 191727 in *INTPA.R.6*
Valid from 01/09/2024 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Finance and Contracts Assistant - Financial Initiating Agent (FIA)

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

To perform financial and contractual management of projects and contracts of a given portfolio (including monitoring and reporting tasks) in compliance with the applicable rules and to provide support and advice to operational colleagues on financial & contractual issues.

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

- Assist operational colleagues and contribute to the preparation of contracts (grants, service / supply contracts, contribution agreements or others) with the selected beneficiary / contractors / implementing partners.
- Carry out financial initiation tasks for new contracts and riders/amendments to existing contracts.
- Encode and process invoices in ABAC. Ensure the financial Initiation of payments, forecasts of revenue, and recovery orders in compliance with the contract and/or financial rules
- Prepare notes and analysis on relevant financial and contractual issues.
- Contribute to some procurement tasks, in particular the use of Framework Contracts and negotiated procedures, in coordination with the procurement sector of the Unit where relevant.
- Provide advice and support on financial and contractual procedures and rules during the whole project cycle.

+ FINANCIAL and BUDGETARY MANAGEMENT

- Assist operational units with the preparation of annual forecasts for payments and contracts. Follow-up the execution of forecasts throughout the year for your portfolio and alert the hierarchy on any significant delay / deviation.
- Ensure the implementation and follow-up of of the recommendations from audits/ verifications/Court of Auditors/IAS and other control bodies.
- Ensure compliance of financial transaction with the Early Detection and Exclusion System (EDES).
- Assess and ensure the validity of bank guarantees.
- Ensure the quality and coherence of financial data in the different information systems (CRIS, OPSYS, ABAC). Carry out corrections as part of the Data Quality campaigns when required.
- File original contracts, original invoices and all other related documents in accordance with the rules of archiving.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 1 year

Qualifier:an advantage

+ CONTRACT MANAGEMENT, BUDGET and FINANCE, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:essential

Prior experience in the preparation and management of contracts, analysis of financial reports and checking/processing of invoices.

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:an advantage

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - BUDGET and FINANCE**
 - Financial regulation and procedures*
 - Financial circuits*
 - Rules and procedures relating to grants*
 - Cooperation and development aid - financial aspects*
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Rules and procedures relating to the preparation of contracts*
 - ACCOUNTING**
 - Analysis of invoices and cost statements*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - ABAC Contracts*
 - ABAC Workflow*
 - CRIS (Common Relex Information System) Saisie Budget*

Competences

- **Analysing and Problem Solving**
 - Capacity to analyse and structure information*
 - Inquiring mind*
 - Numeracy*
- **Communicating**
 - Ability to understand and be understood*
 - Negotiation skills*
- **Delivering Quality and Results**
 - Ability to work in a proactive and autonomous way*
 - Eye for detail / Accuracy*
 - Financial management skills*
- **Learning and Development**
 - Flexibility (openness towards new demands, etc.)*
- **Prioritising and Organising**
 - Capacity to deliver in a structured way*
 - Planning capacity*
- **Resilience**
 - Stress resistance*
- **Working with Others**
 - Ability to work in a team*

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:

The position is within a large unit comprising more than 50 staff, divided into 6 teams. The position is within one of the sectors in charge of contracts and payments for centralised operations (HQ-managed).

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: