EUROPEAN COMMISSION
Job Description Form

Job description version 1 (Active)
Job description version 317074 in NEAR.R.5
Valid from 01/07/2019 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Job Profile</th>
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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>CONTRACT AGENT FGIII</td>
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<table>
<thead>
<tr>
<th>Job title</th>
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<tbody>
<tr>
<td>Financial Assistant</td>
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<table>
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<tr>
<th>Domains</th>
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<table>
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<tr>
<th>Generic domain</th>
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<tbody>
<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
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<th>Intermediate domain</th>
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<th>Specific domain</th>
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<tr>
<td>BUDGET, FINANCE, CONTRACTS and ACCOUNTING</td>
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<tr>
<th>Sensitive job</th>
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<th>Overall purpose</th>
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Under the supervision of an official, to contribute to the implementation and execution of pre-accession assistance to the Candidate countries and Potential candidates addressing compliance with legality, regularity, financial, accountancy and budget aspects.

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<tr>
<th>Legal disclaimer</th>
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Functions and duties

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- Initiate and/or review as financial initiating agent (GESTFIN) the level-1 financial transactions (financing decisions, agreements, amendments, de-commitments, closures, etc.) addressing all legality, regularity, consistency, financial, accountancy and budget aspects;
- Initiate as financial initiating agent (GESTFIN) financial transactions (level 2, contracts, financing agreements, amendments, Request for funds inclunding pre-financing payments, clearing of pre-financing, interim and final payments, recoveries, forecast of revenues, waivers, bank account files, legal entity files, de-commitments, closures etc.) addressing all legality, regularity, consistency, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.
- Initiate and/or review as financial initiating agent (GESTFIN) financial declarations, audit reports, irregularity reports, clearance-of-accounts opening and closing positions, reallocation of funds, addressing all legality, regularity, financial, accountancy and budget aspects under Indirect Management with Beneficiary countries.
- Perform or contribute to the preparation of audits, ex post controls and on-the-spot-monitoring visits as necessary.
- Ensure correct encoding in CRIS, ABAC and MIS

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- Provide advice to colleagues, both in HQ and the EU Delegations for all types of procedures, transactions and financial circuits.
- Contribute to the development and implementation of homogeneous and compatible guidance procedures, norms and methods to process and access financial information and documents.
- Prepare and maintain reporting and follow-up tables as tools for decision-making of staff and managers.
- Prepare and finalise notes and financial correspondence.
- Liaise with external parties, dealing with queries and problems as required.
- Prepare replies to requests for information from the hierarchy and other services within the Commission.

+ **INFORMATION and DOCUMENT MANAGEMENT**

- Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).
- Provide the files and documents needed for current work.
- Apply the rules for document management and archives.
- Arrange files and records.
- Receive, maintain, locate, access documents and records.
- Upload documents in CRIS as required.

### Job requirements

**Experience**

+ **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

  Job-Related experience: at least 2 years
  Qualifier: essential

+ **PRE-ACCESSION and ENLARGEMENT**

  Job-Related experience: less than 1 year
  Qualifier: an advantage

**Languages**

15/09/2022
Knowledge

- ANALYSIS and INTELLIGENCE
  - ANALYSIS and ADVICE
    - Methods of information research in data sources and databases
- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  - BUDGET and FINANCE
    - FINANCIAL and BUDGETARY MANAGEMENT
      - Financial regulation and procedures
      - Budget requirements, allocation and reporting
      - Budget monitoring and reporting
  - PROCUREMENT and CONTRACT MANAGEMENT
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
  - CONTRACT MANAGEMENT
- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
    - ABAC Workflow
    - CRIS (Common Relex Information System)
  - IT tools for OFFICE AUTOMATION
    - Excel
    - Word
  - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
    - Ares
- INTERNATIONAL RELATIONS (generic)
  - PRE-ACCESSION and ENLARGEMENT
    - Accession/pre-accession programmes

Competences

- Analysing and Problem Solving
  - Capacity to analyse and structure information
  - Inquiring mind
  - Numeracy
- Communicating
  - Ability to understand and be understood
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
  - Capacity to deliver in a structured way
- 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:

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: