Vacancy notice

NEAR.R.5 – Contracts and Finance (IPA) Unit

Job description type: Financial assistant

Contract Agent Function Group III – Sysper 317074

We are

A dynamic and service oriented unit, responsible for providing support on contracts and finance matters to our colleagues both in headquarters and in the EU Delegations who work at implementing the objectives of the Commission on enlargement negotiations.

The unit consists of 25 staff, split into two teams, each headed by a Team Leader. The team to which we are recruiting deals with ensuring the legality and regularity of financing decisions, executes payments in decentralised/indirect management, treats the financial matters in the acceptance of accounts process and closures of the programmes and supports the EU Delegations and Headquarters with procedural and financial matters.

We propose

A friendly working environment in which you will be working on files related mainly to financial management of Indirect management with beneficiary countries. The tasks are described in the job description.

We look for

A highly motivated and well-organised team player with:

- Experience or sound understanding of EU external financial assistance;
- At least 2 years of proven experience in the areas of finance or accounting, ideally part of it in the European Institutions;
- Good working knowledge of English both orally and in writing;
- Proactive approach and a strong sense of initiative;
- Excellent organisational skills and sense of responsibility;

Previous experience working with the Instrument for pre-accession (IPA) and using CRIS, ABAC and OPSYS would be an advantage.

Knowledge of languages used in the beneficiary countries of the Instrument for pre-accession would be an advantage.