

JOB DESCRIPTION – BUDGET OFFICER

Employer

EU Delegation	The Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU’s Caribbean Overseas Countries and Territories
Location	Bridgetown, Barbados

Job description

Group	LA-1
Sysper2 references	514183, 514936 and 514188
Section in the organisation chart	Regional Partnership Unit
Next hierarchical superior (who to report to)	Team Leader
Working hours	37.5 hour/week
Working environment/conditions	International and multi-cultural environment.
Job objective	Under the overall responsibility of the Head of Delegation and the direct responsibility of the Head and the Deputies of the Hub, in the framework of the implementation of actions and global gateway initiatives within the MIP 2021-2027, amongst others the verification of the regularity/legality of contractual procedures, as well as, of the drafting of contracts including their budgets, the execution of invoices and the follow up of audits presented for projects under the portfolio of the Delegation. The Budget Officer will also liaise with beneficiaries and respective counterparts on these matters.
Main Tasks	<p>+ FINANCE, CONTRACTS and ACCOUNTING - Financial and contractual co-ordination:</p> <ul style="list-style-type: none"> • To help plan and co-ordinate the activities of the Section. • Provide advice on financial and legal matters to the staff in the operational section(s) of the delegation. • Coordinate negotiations of technical and legal aspects of contracts linked to the preparation and implementation of external assistance projects. • Assist in providing comments to draft financing agreements and grants. • Assist in tender openings and evaluations and represent the Delegation in local tender procedures as observer. • Draft financial/legal aspects of contracts, draft documents linked to the Delegation's operations • Liaise with beneficiary country/ies on aspects concerning financial and contractual issues related to external assistance projects. <p>+ FINANCE, CONTRACTS and ACCOUNTING - Financial and contractual encoding/verification</p> <ul style="list-style-type: none"> • Encode/verify all financial and legal transactions related to the implementation of projects (commitments, payments, recoveries, de-commitments). • Verify supporting documents related to all financial and legal transactions of the Section. • Control and verify tender procedures. • Verify grant agreements, financing agreements and awarded contracts. <ul style="list-style-type: none"> • Advise on sound legal and financial management.

	<p>+ AUDIT, CONTROL and INSPECTION - Support and follow-up</p> <ul style="list-style-type: none"> • Provide assistance for "on the spot" control and audit missions. • Assist in the follow-up to audit reports and discharge procedures. • Assist in the preparation and evaluation of own audit programmes.
<p>Personal skills</p>	<p><u>Service Culture</u></p> <ul style="list-style-type: none"> • Service-mindedness: Good <p><u>Working with others</u></p> <ul style="list-style-type: none"> • Ability to adapt to/deal with different types of clients: Good • Ability to deal helpfully and courteously with people: Good • Ability to deal with confidential matters professionally: Good • Ability to work as part of a team: Very Good <p><u>Intellectual/problem solving and judgment skills</u></p> <ul style="list-style-type: none"> • Ability to grasp instructions and directions rapidly: Good • Ability to deal with confidential matters professionally: Good • Ability to work as part of a team: Good <p><u>Management /Organisational skills</u></p> <p>+ <u>Delivery of results/management of work</u></p> <ul style="list-style-type: none"> • Ability to identify priorities: Good • Capacity to organise work to deliver on time: Good • Organisational skills: Good • Sense of responsibility: Good • Methodical and rigorous mind-set: Good • Sense of initiative: Good • Sense of ownership: Good <p><u>Personal qualities</u></p> <p>+ <u>Motivation</u></p> <ul style="list-style-type: none"> • Interest in IT and office automation: Good <p>+ <u>Talents</u></p> <ul style="list-style-type: none"> • Numeracy: Good • Open personality: Good • Punctuality: Good
<p>Specific physical requirements (if any)</p>	<p>N/A</p>

Job specifications

	Compulsory requirement	Asset
Qualifications	University degree, preferably related to accounting, economics or law.	A Master's degree or Postgraduate degree in the relevant area would be considered an asset.
Professional experience	The applicant should have at least 3 years' experience in financial matters or contract management or legal work.	Previous experience in an European Union project or in an international organisation would be an asset.
Knowledge of languages	English: Active oral and written command: Excellent	French and/or Spanish knowledge will be an asset.
Knowledge of IT tools	Good knowledge of IT tools like MS Word, Excel, PowerPoint and Outlook.	