



Job description for Budget/Accounting Assistant

Employer

EU Delegation	Delegation of the European Union to Barbados and the Eastern Caribbean
Location	Bridgetown, Barbados
Duration of contract	An initial fixed-term contract of a duration of two (2) years with the possibility of renewal.
Possible extensions	Yes

Group	2
Sysper2 reference	511858
Section in the organisation chart	<i>Finance, Contracts and Audit Section</i>
Next hierarchical superior (who to report to)	<i>Head of Finance, Contracts and Audit Section</i>
Working hours	<i>37.5 hours per week</i>
Working environment/conditions	International and multi-cultural environment. Travelling might be required
Job objective	Under the overall responsibility of the Head of Delegation and the direct responsibility of the Head and the Deputy Head of the Finance, Contracts and Audit Section, in the framework of the implementation of actions and global gateway initiatives within the MIP 2021-2027, the Budget/Accounting Assistant will be responsible for, 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.

	<p>The Budget/Accounting Assistant will also liaise with beneficiaries and respective counterparts on these matters.</p>
<p>Main Tasks</p>	<p>+ FINANCE, CONTRACTS and ACCOUNTING - Financial and contractual co-ordination</p> <ul style="list-style-type: none"> • Provide advice on financial and legal matters to the staff in the operational section(s) of the Delegation. • 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 <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. • 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.

Personal skills

Service Culture

- Service-mindedness: Good

Working with others

- 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

Intellectual/problem solving and judgment skills

- 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

Management /Organisational skills

+ Delivery of results/management of work

- 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

Personal qualities

+ Motivation

- 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
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory requirement	Asset
Qualifications	<p>A certificate/diploma in accounting, finance, economics or law.</p> <p>Group II Budget/Accounting Assistants are professional accountants and can demonstrate their knowledge in the area (diploma and experience).</p> <p>Group II local staff usually provides a copy of their higher level qualifications and/or higher level vocational studies.</p>	<p>ACCA, Bachelor University degree, Master's degree or Postgraduate degree in accounting, finance, economics or law would be considered an asset.</p>
Professional experience	<p>Minimum of 2 years' experience in the areas of financial/accounting matters and/or contract management and/or legal work, and/or in audits.</p>	<p>Previous experience in an European Union project or in an international organisation would be an asset.</p>
Knowledge of languages	<p>English (C2 Level): Active oral and written command: Excellent</p>	
Knowledge of IT tools	<p>Good knowledge of IT tools for e.g. MS Word, Excel, Powerpoint and Outlook.</p>	