



EUROPEAN COMMISSION

Job Description Form

Job description
Job description
Valid from XX

Job Holder

Name

Xxxxxx XXXXXXXX

Job Profile

Position

Finance, Contracts and Audit - Antenna

Job title

Budget Assistant - Initiation

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Under the responsibility of the Head of Unit Finance and Contracts and the Head of the Hub in Headquarters, ensure legality and regularity of all transactions in line with the applicable regulations, Commission procedures and prevailing instructions.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ BUDGET and FINANCE

- *Contribute to initiate, prepare and review the financial transactions (budgetary commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recovery of funds, forecast of revenues, guarantees, waivers, bank account fiches, closures, etc.) addressing all legality, regularity, financial, accountancy and budget aspects concerning all contract types under direct and indirect management, financial instruments, blending and guarantees when applicable*
- *Prepare financial correspondence and notes*
- *Draft financial aspects of contracts, draft documents linked to financial operations*
- *Ensure that the adequate financial circuits are in place and followed*

- *Ensure the quality (including the accuracy and comprehensiveness) of the data entered in CRIS/OPSYS/SUMMA and other corporate IT tools*
- *Assist for data collecting for reports and statistics*
- *Assist in the preparation of financial reports and statistics (payments forecasts, EAMR, annual reports, ad hoc reporting)*

+ PROCUREMENT and CONTRACT MANAGEMENT – Direct management

- *Ensure conformity of procurement with applicable Regulations, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes*
- *Participate in tender evaluations as Secretary*
- *Verify the legal aspects of contracts signed by the Delegation*
- *Draft answers to complaints and follow-up complaint cases and requests for conciliation procedures*

+ PROCUREMENT and CONTRACT MANAGEMENT – Indirect management with beneficiary countries (when applicable)

- *Review, advise and comment on requests for funds from national authorities and clearance of accounts where required*
- *Ensure conformity of procurement with Regulations, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes*
- *Participate in tender evaluations as an observer*
- *Verify the legal aspects of contracts endorsed by the Delegation Contribute to internal and external communication and knowledge on contractual issues*

+ AUDIT, CONTROL and INSPECTION

- *Draft annual audit plans and assurance / control strategies including on-the-spot checks*
- *Provide assistance for "on the spot" control and audit missions.*
- *Assistance in the follow-up on audit reports and other controls*
- *Ensure follow up and dissemination of internal control rules in the Delegation*
- *Assist to the OLAF correspondent, when required*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Ensure smooth coordination and exchange of information with other sections of the Delegation and with the concerned services at headquarters, including concerning direct and indirect management, financial instruments, blending and guarantees when applicable*
- *Contribute to internal and external communication and knowledge on contractual issues*
- *Contribute to the draft of financial reports and statistics (RAC, RAL, payment forecasts, annual reports, ad hoc reporting)*

INFORMATION and DOCUMENT MANAGEMENT

- *Ensure proper archiving and filing of documents*
- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO)*
- *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*
- *File financial documents, correspondence and returned files and requests for clarification, according to filing rules, both in corporate IT systems and in proper files*

+ INTERNAL COMMUNICATION (general)

- *Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)*

Job requirements

Experience"

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Financial regulation and procedures*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *Office automation tools*
- *INTERNATIONAL RELATIONS (generic)*
 - *INTERNATIONAL COOPERATION and DEVELOPMENT*
 - *Project cycle management in the field of foreign aid*

Competences

- *Delivering Quality and Results* ◦ *Accountability*
 - *Eye for detail / Accuracy*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Working with Others* ◦ *Confidentiality*

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: