

JOB PROFILE

JOB FRAMEWORK

Job Title: Budget Officer
Job location: Delegation Bangkok
Area of Activity: Finance, Contracts and Audit Section
Category: AL I
Situation: Vacant

Overall purpose :

Under the supervision of the Head of Section, the job holder will contribute to ensure that the contractual and financial management of the projects and programs of development aid is carried out in line with sound financial management principle and by respecting the regularity and legality of transactions. The Section covers operations carried out in China.

Functions and Duties :

- Be fully aware of existing financial and contractual procedures and guidelines and stay up-to-date on the latest developments and procedures developed at HQ.
- Initiate financial transactions related to the implementation of projects (commitments, payments, recoveries, de-commitments)
- Give a financial visa in accordance with the financial circuits and within the deadlines
- Verify supporting documents related to all financial transactions.
- Liaise with counterparts in Operations Section
- Ensure proper archiving and filing of all relevant documents
- Ensure that financial/accounting data is properly registered in the IT systems for budgetary and accountancy management (OPSYS CRIS and SUMMA)
- Monitor project implementation both financially and contractually including payment deadlines. Ensure that all payments are executed on time, all recovery orders are promptly issued and clearings are timely done.
- Contribute to calls for tenders and calls for proposals procedures (guidelines, evaluations) and act in evaluation committees as Secretary.
- Assist in the preparation of contracts and contract addenda for all legal and financial aspects.
- Prepare and finalize notes and financial correspondence
- When necessary, undertake on the spot mission
- Collect the necessary information for audit and control by Commission services or the European Court of Auditors and provide assistance for "on the spot" control and audit missions.
- Undertake other assignments that may be requested in view of the efficient functioning of the Finance and Contract section and/or of the Delegation

JOB REQUIREMENTS

EDUCATION AND TRAINING (MINIMUM)

He/she must hold a master's degree, preferably in Finance, Business Administration, Law, or Accounting. Alternatively he/she must hold a bachelor's degree preferably in the same fields with at least two years of relevant professional experience additional to the requirements set in the Section "experience (minimum)"

EXPERIENCE (MINIMUM)

He/she must have at least 3 years of working experience in procurement and contract management, or budget and finance, or external cooperation and development or accounting.

Experience in another International Organisation, Embassy or NGO implementing EU funded projects would be an advantage.

KNOWLEDGE

Technical knowledge (know how)

- Knowledge about Budget, Finance and Accounting
- Knowledge about Procurement and Contracts management
- Computer literate (and knowledge of commonly used programs such as Word, Excel, MS Project, PowerPoint, etc.).

SKILLS

Linguistic skills

- Excellent command of English (written and spoken)
- Excellent command of Mandarin Chinese (written and spoken) is a strong advantage

Communication skills

- Capacity to communicate clearly, present complex matters in a simple way and draft precisely;
- Excellent communications skills with external and internal contacts

Interpersonal skills

- Ability to listen, to consult and to share information and ideas. Good team player. Ability to work in a multi-cultural environment.

Intellectual skills

- Fully independent in report reviewing/writing and drafting of official correspondence.
- Capabilities to clearly, efficiently and effectively analyse ideas and approaches
- Capability of producing high quality results within often tight deadlines.

PERSONAL QUALITIES

The ideal candidate should be a multi-tasking person with a strong sense of flexibility and responsibility who has very good communication and organization skills with the ability to set priorities and a high level of consideration for the needs of colleagues.