

JOB DESCRIPTION

Group 2. Budget / Accounting Assistant / **Budget / Accounting Assistant**

Employer

EU Delegation	The Delegation of the European Union to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM
Location	Hastings, Christ Church

Job description

Group	LA-2
e-Del-HRM and Sysper2 references	e-Del-HRM post no 62226 Sysper post no 256443
Section in the organisation chart	Finance, Contracts and Audit (Eastern and Western Caribbean Hub)
Next hierarchical superior (who to report to)	Head of Section - Finance, Contracts and Audit (Eastern and Western Caribbean Hub)
Working hours	37.5 hour/week
Working environment/conditions	International and multi-cultural environment. Travel may be required.
Job objective	Under the overall responsibility of the Head of Delegation and the direct responsibility of the Head and the Deputies of the Hub the Budget/Accounting Assistant will be responsible for, amongst others, the verification of the regularity/legality of call for tenders and call for proposals, contractual procedures, including the drafting/reviewing of contracts including their term of references and budgets, the execution of invoices and the follow up of audits presented for projects under the portfolio of the Delegation. The Budget/Accounting Assistant 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"> • 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 contracts 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	<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
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory requirement	Asset
Qualifications	Bachelor University degree, preferably related to accounting, finance, 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 2 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	
Knowledge of IT tools	Good knowledge of IT tools for e.g. Microsoft Word, Excel, Powerpoint and Outlook.	