



LOCAL AGENT POSITION OF BUDGET/ACCOUNTING ASSISTANT

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Barbados government in areas that are part of the EU's remit.

We offer

The EU Delegation to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM based in Barbados is seeking to recruit a motivated, reliable and experienced individual ***with a minimum of 2 years' experience in the areas of financial/accounting matters and/or contract management and/or legal work and/or in audits*** to fill the Local Agent Group II position of **Budget Accounting Assistant**.

The team consists of ten people and there are occasional atypical working hours. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. **The successful candidate will work 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 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 Accounting Assistant will also liaise with beneficiaries and respective counterparts on these matters.

The Delegation offers an exposure to an international and multicultural environment and is an equal opportunity employer. The Delegation offers motivating employment conditions: initial basic salary range (dependent on experience level) starting BBD 6,322 to BBD 11,130 (last step), full 13 month salary, attractive medical and pension scheme. Duration of contract is for a fixed term of three years.

Local Agent conditions apply to this post. CARICOM citizens are eligible and should possess the CARICOM Skills Certificate.

HOW TO APPLY:

Interested persons should submit the following **in pdf format** to the Head of Administration **via email address:** eeasjobs-222@eeas.europa.eu

- **Motivation letter**
- **Curriculum Vitae (CV)** preferably using the Europass format/template

Please mention: ATTN: VACANCY – BUDGET ACCT ASSISTANT - 37682

DEADLINE FOR APPLICATIONS: 08 JANUARY, 2025

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure. **Late applications will not be accepted.**

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post. **Only successful candidates will be contacted.**

Job Description for

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
Duration of contract	Fixed term contract for 3 years
Location	Hastings, Christ Church

Job description

Group	2
e-Del-HRM and Sysper2 references	e-Del-HRM post no 44712 Sysper post no 37682
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.
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, Audit and Contract Section , 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. 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 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.

	<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.
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
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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: 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>	