



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Active*)  
Job description version230651 in *ENEST.R.4*  
Valid from01/02/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer - Verification

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

To perform financial and contractual management of projects and contracts in compliance with the applicable rules and to provide support and advice to operational colleagues on financial & contractual issues, under the supervision of an official.

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

### **+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- *Assist operational colleagues and contribute to the preparation of contracts (grants, service / supply contracts, contribution agreements or others) with the selected beneficiary / contractors / implementing partners.*
- *Carry out financial initiation tasks for new contracts and riders/amendments to existing contracts.*
- *Encode and process invoices in SUMMA. Ensure the financial Initiation of payments, forecasts of revenue, and recovery orders in compliance with the contract and/or financial rules.*
- *Prepare notes and analysis on relevant financial and contractual issues.*
- *Provide advice and support on financial and contractual procedures and rules during the whole project cycle. Provide on-the-job training regarding contractual and financial issues.*
- *Analyse the financial and contractual aspects of the proposed implementation modalities of Annual Action Programmes to ensure legality and regularity with respect to the applicable rules and regulations and provide adequate advice to the operational team.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Advise operational team on procurement and grant procedures, in particular in cases of application of crisis procedures.*
- *Participate in the preparation of the calls for proposals guidelines and tender files and dossiers in accordance with the approved financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS/PPMT, archiving).*
- *Participate in evaluation committees for the selection and the award of contracts and grants.*
- *Prepare evaluation reports of tenders and calls for proposals.*
- *Participate in the preparation of contracts and addenda in line with the financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS, archiving).*

### **+ FINANCIAL and BUDGETARY MANAGEMENT**

- *Assist operational units with the preparation of annual forecasts for payments and contracts. Follow-up the execution of forecasts throughout the year and alert the hierarchy on any significant delay / deviation.*
- *Ensure the implementation and follow-up of of the recommendations from audits/ verifications/Court of Auditors/IAS and other control bodies.*
- *Ensure compliance of financial transaction with the Early Detection and Exclusion System (EDES). Assess and ensure the validity of bank guarantees.*
- *Ensure the quality and coherence of financial data in the different information systems (CRIS, OPSYS, SUMMA). Carry out corrections as part of the Data Quality campaigns when required.*
- *File original contracts, original invoices and all other related documents in accordance with the rules of archiving.*

### **+ BUDGET and FINANCE**

- *Create legal entity files (LEF) and Bank account files (FIF).*
- *Participate in the analysis of requests for payment, and payment of advance payments in line with the financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS, archiving).*
- *Other tasks: prepare letters, notes for the file, etc. monitoring tables.*
- *Monitor the implementation dates of the contracts, drawing the attention of the operational team to potential decommitments and closures.*
- *Participate in the preparation of closure files according to the approved financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS, archiving).*
- *Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines.*

+ AUDIT, CONTROL and INSPECTION

- Provide assistance for "on the spot" and audit missions.
- Follow up audited contracts.
- Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the HOU/HoS and with the help of the DMO correspondent in the unit
- Correct encoding in CRIS/SUMMA/OPSYS, including uploading of documents.
- Correct use of Ares.

<b>Job requirements</b>
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**Experience"**

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:an advantage

+ PROCUREMENT and CONTRACT MANAGEMENT, BUDGET and FINANCE, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 2 years

Qualifier:desirable

+ ACCOUNTING

Job-Related experience:at least 1 year

Qualifier:essential

Experience within the EU institutions, a EU Delegation or one of the agencies would be an advantage. Knowledge of the management information system CRIS/SUMMA/OPSYS would be an advantage. Background in law and/or accounting/business administration would be an asset.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

## **Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - Analysis of financial documents*
  - Financial information systems*
  - BUDGET and FINANCE**
    - Budgetary requirements, allocations, monitoring and reporting*
    - Financial circuits*
    - Preparation of financial dossiers*
    - Rules and procedures relating to grants*
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - Rules and procedures relating to the preparation of contracts*
- **AUDIT, CONTROL and INSPECTION**
  - INTERNAL AUDIT**
    - Financial control and audit environment in the Institution*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
    - Accounting systems*
    - CRIS (Common Relex Information System) Saisie Budget*
  - IT tools for OFFICE AUTOMATION*
    - Excel*
    - Outlook*
    - Word*
  - IT tools for EXTERNAL RELATIONS*
  - IT tools for DEVELOPMENT AID*
- **INSTITUTION-LEVEL COORDINATION and CONSULTATION**
  - INTER-SERVICE COORDINATION and CONSULTATION**
    - Inter-service consultations and their procedures*
- **INTER-INSTITUTIONAL RELATIONS**
  - Administrative rules and procedures of the institutions of the European Communities*
  - Committee meetings in EU Institutions*
  - Inter-institutional procedures*
- **INTERNATIONAL RELATIONS (generic)**
  - INTERNATIONAL COOPERATION and DEVELOPMENT**

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*  
*Numeracy*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*  
*Eye for detail / Accuracy*  
*Financial management skills*  
*Pragmatism*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Working with Others*  
*Ability to work in a team*

<b>Job Environment</b>
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### 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:*