



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version292201 in *COMM.DGA1.C.BR.001*
Valid from01/07/2018until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Accounting Assistant - in a Representation

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, carry out tasks related to accounting and to budgetary questions of the Representation.

Legal disclaimer

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

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Accounting

- Deputy Imprest Account holder (if foreseen in the act laying down the responsibilities relating to the Imprest account management).
- Participation to the Imprest Account keeping and carrying out of related operations.
- Carry out and follow-up of financial transactions (commitments, payments, VAT,...) and related operations.
- Preparation and follow-up of purchase orders.
- Assistance in the management of the inventory.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Budget and finances

- Participation to the elaboration and follow-up of the budgetary programming.
- Assistance in the management and follow-up of the budget.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Procurements and contracts management

- Help to the operational sections in the elaboration, management and follow-up of call for tenders and calls for proposals.
- Ensure good application of the procedures and of the appropriate provisions (eligibility, selection and awarding criteria).
- Participation to the opening of calls for tenders and calls for proposals as well as to evaluation Committees.
- Follow-up of procedures relating to subventions and assistance in the management of contracts and conventions.

+ EMPLOYMENT and HUMAN RESOURCE MANAGEMENT - Human resources management

- Participate to the management of the organigramme and to the follow-up of staff movements.
- Assist staff at arrivals and departures.
- Collaborate to the follow-up of contractual situation of staff.
- Participate to the application of procedures related to personnel rights and to its follow-up (absences, leaves,...).
- Collaborate to the management of administrative files of staff.

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B1	B1	B1	B1	B1
Slovak	B2	B2	B2	B2	B2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - BUDGET and FINANCE*
 - FINANCIAL and BUDGETARY MANAGEMENT*
 - Budgetary rules and procedures*
 - Financial regulation and procedures*
 - PROCUREMENT and CONTRACT MANAGEMENT*
 - Rules and procedures relating to public procurement*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - Administrative rules and procedures of the Commission*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - ABAC Accounting*
 - ABAC Assets*
 - ABAC Contracts*
 - IT tools for OFFICE AUTOMATION*
 - Excel*
 - Outlook*
 - Word*
 - Archives, document Management systems and tools*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
 - Internal organisation of the Directorate General*

Competences

- *Analysing and Problem Solving*
 - Capacity to analyse and structure information*
 - Numeracy*
- *Communicating*
 - Ability to understand and be understood*
- *Delivering Quality and Results*
 - Ability to work in a proactive and autonomous way*
 - Client orientation*
 - Eye for detail / Accuracy*
 - Financial management skills*
- *Prioritising and Organising*
- *Working with Others*
 - Ability to work in a team*
- *Leadership*
 - Supervision, monitoring and appraisal abilities*

Job Environment

Organisational entity

Type:	Delegation / Representation
Size:	16 to 25 people
Gender balance (within the entity):	balanced team
Comments:	
Presentation of the entity:	

The Team 'Admin' in each Representation of the Commission in a Member State is responsible for holding the imprest account of the Representation, verifying the expenditures, managing and planning the human resources, and ensuring a proper document management. Its tasks involve the supervision, coordination and facilitation of the administrative and financial activities of the Representation, the assurance of conformity for financial and contractual operations (calls for tender/calls for proposals, legal and budgetary commitments, payments, recovery orders, de-commitments and closure of commitments) with legality, regularity, internal procedures and sound financial management. They also involve security matters and infrastructure management (furniture, lease contracts of offices, cleaning, guarding etc.) including inventory management.

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: