



The Delegation of the European Union to the Republic of Serbia invites qualified candidates to apply for the position of

Finance and Contracts Assistant - Initiation

(Ref: 117280)

Local Agent, Group I

- Temporary assignment of one year for local agent on maternity leave -

Based in Belgrade, EU Delegation to the Republic of Serbia

QUALIFICATIONS REQUIRED

Overall purpose: To assist the Head of Section in implementing and coordinating finance and accounting operations, to ensure that proper deadlines are met in terms of execution and reporting of the mentioned operations. To perform any other activity required for a good functioning of the Section, as requested by the Head of Section.

Tasks and duties: The successful applicant will act as temporary Finance and Contracts Assistant for Initiation.

- Deal with financial management: assess financial reports, co-ordinate and support closure of contracts completed, liaise with operational sections, participate in on-the-spot visits keeping records and regular updates of the missions, ensure proper filing and archiving of documents related to EU assistance programmes;
- Monitor and report on audits: participate in establishing of annual audit plans, prepare audit terms of reference and assist with audit missions, assess and follow-up audit reports, prepare financial reports and statistics;
- Provide external co-ordination: maintain effective contacts with beneficiaries and contractors, contribute to preparing and implementing consistent and effective procedures, assist in preparing financial aspects of calls for proposals and calls for tenders;
- Participate in financial initiation: prepare grant agreement/contract/addendum with a selected contractor, prepare payments according to correct procedures, update files;
- Other tasks and duties of a financial nature attributed by the Head of Section.

Knowledge and experience: Formal education corresponding to completed university studies of at least three years' duration attested by a diploma or degree, preferably in one of the following areas: Law, Finance, Economy, Audit or Business administration.

Five years of proven professional experience in similar functions may replace University diploma.

Relevant and recent professional experience of at least three years pertinent to the duties to be carried out. Experience with financial procedures of the EU, in the matter of budgets, external aid, grants and specific tools, is an asset.

Legislation:

If the applicant does not have Serbian nationality, she/he has to be resident in the Republic of Serbia and have a working permit.

Language proficiency:

Excellent knowledge of spoken and written Serbian.

Excellent knowledge of spoken and written English.

The knowledge of a second Community language is highly appreciated.

IT literacy:

Excellent IT skills, knowledge of computer tools (Word, Excel, and Internet)

Personal qualities

Flexibility, initiative, capacity to work under pressure and to respond quickly to demands.

Commitment to quality and accuracy.

Responsibility and team spirit, high ethical standards, adherence to procurement and financial rules and discretion.

Interested candidates are invited to hand in their applications in 'European *Curriculum Vitae* Format' in English, copy of supporting documents proving education, working experience and expertise, as well as letters of motivation indicating clearly the job reference to:

Delegation of the European Union to the Republic of Serbia

ADMINISTRATION

Vladimira Popovića 40/V, 11070 Belgrade

Reference no. ADMIN/117280

The job description and standard CV form can be downloaded from the EU Delegation to Serbia web site:

<http://www.europa.rs>

The EU Delegation to Serbia favours equal opportunity and equitable treatment for all. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

CLOSING DATE FOR EXTERNAL APPLICATIONS FOR THIS POSITION IS SET FOR:

23RD NOVEMBER 2014

Only short-listed candidates will be contacted for an interview