



Delegation of the European Union to the Republic of Serbia

JOB DESCRIPTION

Job title: Finance and Contracts Assistant – Initiation
Post: Local agent
Grade: Group I
Post Number: 117280 (Temporary assignment for agent on maternity leave)
Section: CONTRACTS and FINANCE
Start Date: To be defined but no later than 5/1/2015
Job location: EU Delegation to Serbia, Belgrade
Duration of contract: One year

Overall purpose

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

Functions and duties:

+ **Budget: Finance & Contracts: Financial management**

- Assess financial reports including financial statements attached to financial claims for all sorts of payments.
- Co-ordinate and support the closure of contracts completed.
- Provide input on forecasting of budgetary needs for commitments and payments.
- Liaise with the Operational Sections.
- Participate in on-the-spot visits and reports for contracts and payments under execution.
- Keep records and regular updates of on-the-spot missions, register results and findings, and prepare relevant reports.
- Ensure proper archiving and filing of documents related to EU assistance programmes.

+ **Audit: Monitoring and reporting on audits**

- Participates in establishing of annual audit plans.
- Prepare audit terms of reference.
- Assist with audit missions.
- Assess and follow-up audit reports.
- Prepare financial reports and statistics.

+ **External Relations: External coordination**

- Maintain good and effective contacts with beneficiaries and contractors on their contractual and financial aspects.
- Contribute to preparing and implementing consistent and effective procedures, on contracting and financial issues.
- Assist in preparing financial aspects of calls for proposals and calls for tender.
- Prepare and finalize notes and financial correspondence.

+ Budget, Finance & Contracts: Financial initiation

- Prepare grant agreement/contract/addendum with the selected beneficiary/contractor.
- Prepare payments ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations. (preparation of file, compilation of necessary information and documents).
- Update the file maintained by the operational initiator with the work done by the financial initiator.
- Other tasks of a financial nature which the Head of Section may decide to attribute to the incumbent within the scope of his/her expertise.

Job Requirements

Formal education

Formal education which corresponds 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.

Experience

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 the Serbian nationality she/he has to be resident in the Republic of Serbia and have a working permit.

Competencies

Languages

Excellent knowledge of spoken and written Serbian.

Excellent knowledge of spoken and written English.

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.