

**2021-BRU-R8-FGIII-019111****FG III – Finance and Contracts Assistant****POSITION FOR:**

Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

WE ARE:

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

The current vacancy is within the Budget Execution Unit in Brussels which is part of the Support Services Directorate of the JRC and namely in the Brussels Headquarters Support Services Team.

The Support Services Directorate of the DG JRC ensures the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.

The mission of the Budget Execution Unit is to support and coordinate the execution of the Ispra and Brussels budget in close collaboration with the operational services, managing efficiently expenditure activities in compliance with all applicable rules and regulations. We also provide logistic and administrative support to colleagues in Brussels. The Budget Execution Unit currently comprises three teams: The Finance and Contract Management Team and the Procurement Team located in Ispra and the Brussels Headquarters Support Services Team in Brussels.

WE PROPOSE:

A dynamic and challenging job as Finance and Contracts Assistant within a small team located in Brussels. The main tasks related to this job will be to create purchase orders, supplier contracts and external expert contracts ensuring the proper implementation of financial procedures and to perform a financial verification of similar transactions initiated by other colleagues in the team.

Main tasks will cover:

- Prepare and manage the order/contract/addendum with the selected contractor;
- Create and sign as Financial Initiation Agent the budgetary commitment in JIPSY/ABAC, as well as the legal commitments in the legal commitment kernel;
- Verify that invoices and payments are financially and procedurally correct, that is, in conformity with the contract and the regulations, including documentation, data and figures;
- Verify the correctness of commitment processes, the order/contract to be signed with the selected contractor, and check the early warning system and validity of bank guarantees;
- Provide qualified advices on EC finance and contract management to all kind of stakeholders (e.g. financial circuit actors, hierarchy, client units, horizontal services, suppliers, etc).

WE LOOK FOR:

The ideal candidate is an experienced financial initiating and verifying agent with a sense of initiative and flexibility. A total of 2 years experience in finance is essential. Knowledge of Commission's accounting system ABAC and of JIPSY is an asset.

The successful candidate has a strong service-oriented attitude, is well-organised, enjoys teamwork and is able to communicate clearly and concisely.

Good written and spoken knowledge of English (B2 level) is required.

INDICATIVE CONTRACT'S DURATION:

36 months initial contract with possible renewals up to maximum 6 years.

PLACE OF WORK:

Brussels (BE)

ELIGIBILITY CRITERIA:

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST https://epso.europa.eu/documents/2240_en

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

RECRUITMENT POLICY:

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.