

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for Accounting and Financial Assistant - in a Representation in Spain (Madrid)	
Function Group:	CONTRACT AGENT FGIII
Post Number	Job no. 176124
Place of Employment	Representation in Spain (Madrid)
Deadline for applications:	05/05/2025, 12h
Contact person:	Laura Danieliute, <i>Head of Administration</i>
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	See job description enclosed.
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to Laura.DANIELIUTE@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Draft*)
Job description version176124 in COMM.DGA1.C.MD.001
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Accounting Assistant

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

- Carry out and follow-up of financial transactions (commitments, payments, de-commitments, VAT,...) and related operations.
- Ensure that payments are due, including certifying invoices / requests for payments 'conforme aux faits' or 'certified correct'.
- management of third files and legal entities for the financial transactions
- Preparation and follow-up of purchase orders.
- Assistance in the management of the inventory.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- 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

- 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.

+ 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"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, ACCOUNTING, PROCUREMENT and CONTRACT MANAGEMENT, BUDGET and FINANCE, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 3 years

Qualifier: desirable

A prior experience in a public service organisation (particularly at EU level) would be an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	B2	B2	B2	B2	B2
Spanish	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *FINANCIAL and BUDGETARY MANAGEMENT*
 - *Budgetary rules and procedures*
 - *Financial regulation and procedures*
 - *Budget monitoring and reporting*
 - *Financial circuits*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *PROCUREMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *Accounting systems*
 - *Accounting information systems*
 - *IT tools for OFFICE AUTOMATION*
 - *Excel*
 - *Outlook*
 - *Word*
 - *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*

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

Presentation of the entity:

The Team 'Admin' in each Representation of the Commission in a Member State is responsible for managing the budget 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: