



Role description

Job title	Financial Officer
Job family	Corporate Functions & Administration
Job sub-family	Planning, Commercial Operation, Finance & Accounting
Entry grade	FGIV
Role summary	<p>Responsible for monitoring, coordinating and supervising the revenue and expenditure transactions, including the budget planning, monitoring and associated reporting thereof. Develop key processes and projects to help forecast and optimise financial and operational goals.</p>
Standard role duties & responsibilities	<p>The duties of the role are performed under the supervision, including guidance and support, of temporary staff:</p> <p>Lead financial operations, including ex-ante and ex-post verifications, and financial reporting, so that managers can make informed decisions and manage their financial risks;</p> <p>Manage timely and accurately Agency's financial resources, provision of budget estimates and monitoring, financial initiation, ex-ante and ex-post verification for revenue and/or expenditure transactions as well as guidance and training on financial matters to all financial actors, hence overall, ensuring high financial standards for the Agency and the provision of consistent, relevant and correct financial information to all relevant parties;</p> <p>Provide general advice on all related financial matters to all relevant colleagues involved, directly or indirectly, in the financial circuit;</p> <p>Review financial accounts in relation to tender evaluation for economic and financial capacity;</p> <p>Identify, investigate and provide first line support on technical issues affecting processing of financial transactions;</p> <p>Supervise the resolution of technical issues affecting processing of financial transactions;</p> <p>Lead projects related to financial processes.</p>



Role specific duties & responsibilities	<p>The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in:</p> <p>activities of the organisational entity within which the job holder carries out those tasks;</p> <p>the set of annual performance and development objectives, which are established together with the reporting officer;</p> <p>the requirement to comply with SOPs, WINs, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.</p>
Managing resources	<p>No management or supervision of resources.</p>
	<p>Required to regularly communicate (verbally and in writing) information, which requires careful explanation and interpretation, taking into account what to communicate and how best to convey the information. Writing and creating information that is specialist, sensitive, confidential, legal and/or regulatory in nature.</p> <p>Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project.</p>
Communication and professional contacts	<p>In particular, a Financial Officer will:</p> <p>Liaise with Head of Service/Department/Division to ensure monitoring, correct and timely execution of the budget in line with the relevant financial regulations and rules;</p> <p>Present results to manager and/or sub/delegated authorising officer and advise on proposed and/or requested reinforcement, appropriations and/or on year-end closure information;</p> <p>Lead the communication with contract managers and operational initiating agents for background information on planned activities and purchases;</p> <p>Liaise with Subject Matter Experts for the tracking and prioritisation of unresolved issues, Change Requests and system improvements with the aim of increased efficiency.</p>
Essential requirements Education Experience Skills & knowledge Certificates	<p>Education</p> <p>A level of education which corresponds to completed university studies of at least three years attested by a diploma;</p> <p><i>Field of study</i></p> <p>Business, Economics, Public- or Business administration, Finance or Accountancy, Law.</p> <p>Experience</p>

3 years from the time when a university degree was awarded on completion of a minimum of three years of study.

Skills & knowledge

Numerical skills;
 Strategic coordination;
 Project management;
 Research & Critical thinking skills;
 Business analysis & Process Design;
 Knowledge of IT software and databases, in particular ERP solutions;
 MS Office suite.

Certificates

n/a

Education

n/a

Experience

In working with the financial regulations of the European Union;
 In working with SAP modules: financial (FI), funds management (FM), sales and distribution (SD), material management (MM), collection management, dispute management and biller direct;

Nice to have

Education
 Experience
 Skills & knowledge
 Certificates

With public budgeting ideally at international/European level.

Skills & knowledge

n/a

Certificates

BCS modules in Business Analysis;
 Communicate/present financial and budget reports;
 Project management;
 Excel level 4;
 ACCA, CFP, CIMA, CPA or other equivalent.

Category	Competency	Proficiency level
Role competencies	Governance, legal and control	Intermediate
	Budget and finance management	Intermediate
Sub-family competencies	Understanding business context	Intermediate

Grade competencies	Continuous improvement	Intermediate
	Applied knowledge	Intermediate
	Adaptability and agility	Intermediate
	Coping with pressures and setbacks	Intermediate
	Analysing and problem solving	Intermediate
	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
Core competencies	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Basic