

Job Description for Budget Officer

Employer

EU Delegation	Sri Lanka and the Maldives
Location	389 Bauddhaloka Mawatha, Colombo 7

Job description

Group	LA 1
Section in the organisation chart	Finance, Contracts and Audit
Next hierarchical superior (who to report to)	Reporting to the Head of Section and the Deputy Head of Section
Working hours	full time, 37h30 per week, Monday to Friday
Working environment/conditions	Multicultural environment
Job objective	Under the supervision of the Head of Section, the successful applicant will contribute to ensure that the contractual and financial management of the projects and programs of development aid in Sri Lanka and the Maldives is carried out in line with sound financial management principle and by respecting the regularity and legality of the transactions.
Main Tasks	<p>BUDGET and FINANCE - Financial Management</p> <ul style="list-style-type: none"> • Analyse payment requests and initiate financial transactions related to the implementation of projects (payments, recoveries), give financial visa in accordance with internal rules and follow-up of financial circuits. • Promote sound financial management. • Assist in the preparation of contracts and contract addenda for the financial aspects including terms of payments and cost breakdown. • Ensure proper archiving and filing of documents related to EU assistance programmes. • Ensure encoding and proper functioning of informatics tools for budgetary and accountancy management (CRIS, ABAC, OPSYS and ARES) where required. • Contribute to the follow-up of financial operations and the financial reporting <p>PROCUREMENT and CONTRACT MANAGEMENT - Contract Management</p> <ul style="list-style-type: none"> • Verify contracts (grants, service contracts, contribution agreements to external beneficiaries). • Participate (secretary of the evaluation committee) in evaluation of calls for proposals/tenders. • Prepare decisions on awarding of contracts. • Visit periodically the programmes/projects and report contract implementation and/or specific problems and promote through his contacts the timely and effective project implementation. • Liaise with counterparts in Operational Section. <p>AUDIT, CONTROL and INSPECTION - Monitoring and reporting on audits</p> <ul style="list-style-type: none"> • Verify expenditure certifications presented by the beneficiaries. • Assist with the preparation and execution of the audit plans. • Assist with the preparation and follow-up of audit missions. • Prepare financial reports and statistics <p>TECHNICAL ANALYSIS and ADVICE – Analysis and advice</p> <ul style="list-style-type: none"> • Give advice on contractual, financial and budgetary matters to the personnel of the operational section and to the projects to achieve correct and appropriate implementation of the contracts.

	<p>EXTERNAL COMMUNICATION (general) - Public speaking</p> <ul style="list-style-type: none"> • Give presentations of Finance, Contract and Audit related issues to external stakeholders.
Personal skills	A well-organised, proactive, self-motivated person with the ability to work within a team, respecting deadlines, ability to deal with stressful situation.
Specific physical requirements (if any)	n/a

Job specifications

Qualifications	<p><u>Minimum requirements:</u> A level of education which corresponds to completed university studies of at least three years attested by a diploma (Bachelor degree) in economics, public administration, business administration, accountancy, finance/financial management, law, or a directly related field.</p> <p><u>Considered as an asset:</u> Master degree in one of the above fields is an advantage</p>
Professional experience	<p><u>Minimum requirements:</u> Five years of relevant professional experience after the requested minimum diploma. During these 5 years of professional experience, minimum three years of experience in the management of financial and contractual aspects of projects.</p> <p><u>Considered as an asset:</u> Working experience in an international environment (NGOs, international organisations, diplomatic missions or similar)</p>
Knowledge of languages	<p><u>Minimum requirements:</u> EN – C1</p> <p><u>Considered as an asset :</u> Good knowledge of Sinhala and/or Tamil</p>
Knowledge of IT tools	Good knowledge of Microsoft Office (Excel, Word, PowerPoint)