

## JOB PROFILE

### JOB FRAMEWORK

<b><u>JOB TITLE:</u></b>	Accounting Assistant
<b><u>JOB LOCATION:</u></b>	EU Delegation in Wellington
<b><u>AREA OF ACTIVITY:</u></b>	Administration Section
<b><u>CATEGORY:</u></b>	Temporary
<b><u>SITUATION:</u></b>	Fixed-term to cover parental leave

### JOB CONTENT:

#### **Overall purpose:**

To perform accounting work and financial tasks under the guidance of the Administrative Assistant and Head of Administration, and to provide general administrative support to the Administration Section and EU Delegation as required.

#### **Functions and duties:**

- ABAC Workflow (operational and financial initiation): reception and verification of incoming invoices, collecting related documentation, (contracts, purchase orders, order forms), entering invoices in ABAC and creating PR and PO.
- Prepare payments for signature, checking their conformity with EU Financial Regulation and general financial procedures.
- Assist with preparing authorizations of expenditure for signature of IAH and AOSD when necessary.
- Encode commitments and de-commitments in ABD+ and assist with budgetary planning where necessary, including for Press and Information section.
- ABAC Assets / Inventory management: verification of physical inventory, follow-up of asset purchase and sale / de- classification procedures, and related paperwork, photo inventory and other inventory related tasks.
- ABAC Contracts: checking & uploading contracts in the system and assist with procurement procedures [low value contracts] where necessary.
- ABAC LEF and BAF: Entering of Legal Entity and Bank Account data in ABAC.
- Maintain ABAC payment filing system.
- Assist with preparation of Ex-post control and auditing requests.
- Assist the Administration section with other administration related tasks, including backup Reception, assistance with set-up of meetings, functions; mission requests and mission claim verification in MIPS when necessary, etc.

## JOB REQUIREMENTS

**Applicants for this position should have NZ residency or a valid NZ work visa.**

### EDUCATION & TRAINING

- Upper secondary education. A tertiary qualification is preferred but not essential.

### KNOWLEDGE & EXPERIENCE

- At least 3 years of working experience in administrative, accounting, financial and budgetary matters

### SKILLS

#### **Language skills**

- Proficiency in English (written and spoken), knowledge of other European languages would be an asset.

#### **Communication skills**

- Capacity to communicate clearly, present complex matters in a logical and concise manner.

#### **Personal qualities/skills**

- Ability to respect deadlines, to multitask and to deal with heavy workloads.
- Strong sense of initiative, responsibility and accountability.
- Ability to work under pressure and to respond quickly to new demands arising from the needs of the Delegation.
- Commitment to assure quality, speed and accuracy in performing duties;
- Ability to work both independently as well as in a team
- Ability to work in a multicultural environment.

#### **Intellectual skills**

- Attention to detail and accuracy.
- Capacity to focus on priorities and to organize own workload (in order to respect deadlines).

#### **Computer skills**

- Very good knowledge of commonly used programs such as Word, Excel, Outlook, etc. and ability to use other software.