



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF MOLDOVA

## JOB DESCRIPTION FOR ACCOUNTS CLERK

### Employer

<b>EU Delegation</b>	MOLDOVA
<b>Location</b>	10, P. Movila street, MD-2004, Chisinau, Republic Moldova

### Job description

<b>Group</b>	LA Group III
<b>e-Del-HRM and Sysper2 references</b>	105165 (e-Del-HRM) – 354968 (Sysper2)
<b>Section in the organisation chart</b>	Administration Section
<b>Next hierarchical superior (who to report to)</b>	Reporting to the Head of Administration
<b>Working hours</b>	Full time - 37.5 hours/week
<b>Working environment/conditions</b>	N/A
<b>Job objective</b>	To assist the Head of Administration in the financial management of the Delegation's administrative budget in accordance with the existing rules and regulations, in particular as regards the accounting entries, payments, salary of local agents and missions.
<b>Main Tasks</b>	<p><b>Functions and duties</b></p> <p><u>BUDGET, FINANCE, CONTRACTS and ACCOUNTING – Financial and accounting management:</u></p> <ul style="list-style-type: none"> <li>• Data processing in support to the management of the Impress Account and implementation of the related operations.</li> <li>• Encoding (ABAC) and follow-up of the financial transactions (commitments, payments, recovery orders, VAT, out of-budget accounts, invoices, ...) and of all related operations .</li> <li>• Initiating officer for all the payments in the Delegation.</li> <li>• Petty Cash Management</li> <li>• Imprest Account Monthly closing and Replenishment by HQ</li> <li>• Preparation of quarterly report to Ex-Post control.</li> <li>• Management of legal entities files for financial transactions</li> <li>• VAT report and accounting.</li> </ul> <p><u>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES – Administrative and personnel management support:</u></p> <ul style="list-style-type: none"> <li>• Salaries of Local Agents and reporting to the local authorities in this regard.</li> <li>• Provide advice and technical support to staff having operational initiation functions in all the financial processes in order to solve specific financial, contractual or procedural issues as well as ensure financial viability;</li> <li>• Prepare and finalise notes and financial correspondence.</li> </ul> <p><u>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES – Administrative support in the Budget Implementation:</u></p> <ul style="list-style-type: none"> <li>• Check and prepare the initiation dossiers and files.</li> <li>• Check and prepare the verification dossiers and files on budget implementation of administrative appropriations, missions, meetings, invoices, payments and recovery order.</li> <li>• Follow-up of the filing system and archives of the Administration.</li> </ul>

<b>Knowledge</b>	<p><b>BUDGET, FINANCE, CONTRACTS and ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>○ Budget and Finance <ul style="list-style-type: none"> <li>▪ Budgetary rules and procedures</li> <li>▪ Financial regulation and procedures</li> </ul> </li> </ul> <p><b>OPERATIONAL and ADMINISTRATIVE SUPPORTS and RESOURCES</b></p> <ul style="list-style-type: none"> <li>○ Secretarial support <ul style="list-style-type: none"> <li>▪ Written procedures</li> </ul> </li> </ul> <p><b>HUMAN RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>○ Workforce analysis and Planning <ul style="list-style-type: none"> <li>▪ Jobs and job descriptions management</li> </ul> </li> <li>○ Selection and Recruitment <ul style="list-style-type: none"> <li>▪ Induction programs for new staff</li> </ul> </li> <li>○ Working conditions <ul style="list-style-type: none"> <li>▪ Leave and absence management</li> <li>▪ Missions and holidays</li> </ul> </li> </ul> <p><b>INFORMATION and DOCUMENT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>○ Mail handling <ul style="list-style-type: none"> <li>▪ Registration of mail and documents</li> </ul> </li> </ul> <p><b>IT TOOLS for SPECIFIC APPLICATIONS AREAS</b></p> <ul style="list-style-type: none"> <li>○ IT tools and system for HRM <ul style="list-style-type: none"> <li>▪ ABAC (accounting system)</li> <li>▪ BudgDel+ (budget management)</li> <li>▪ MIPS (missions integrated processing system)</li> <li>▪ ARES (document management)</li> <li>▪ E-DEL-HRM (payroll system for local staff)</li> <li>▪ HR-Delegation (HRM system for local staff)</li> </ul> </li> </ul>
<b>Competences</b>	<ul style="list-style-type: none"> <li>○ Analysing and Problem Solving <ul style="list-style-type: none"> <li>▪ Capacity to analyse and structure information</li> </ul> </li> <li>○ Communicating <ul style="list-style-type: none"> <li>▪ Ability to understand and be understood</li> <li>▪ Capacity to communicate technical and specialised information</li> </ul> </li> <li>○ Delivering quality and results <ul style="list-style-type: none"> <li>▪ Ability to work in a proactive and autonomous way</li> <li>▪ Eye for detail / Accuracy</li> </ul> </li> <li>○ Working with others <ul style="list-style-type: none"> <li>▪ Knowledge sharing</li> <li>▪ Sociability skills</li> </ul> </li> </ul>
<b>Minimum physical requirements</b>	N/A

### Job specifications

	<b>Required</b>	<b>Appreciated</b>
<b>Qualifications</b>	University level degree of a legal duration of at least 3 years in the domains: accountancy, public finance administration, business finance administration.	
<b>Professional experience</b>	Minimum 3 years in the domains: accountancy, public finance administration, business finance administration.	

<p><b>Knowledge of languages</b></p>	<p><u>English:</u>  Listening: C2  Reading: C2  Spoken interaction: C2  Spoken production: C2  Writing: C2</p> <p><u>Romanian:</u>  Listening: C2  Reading: C2  Spoken interaction: C2  Spoken production: C2  Writing: C2</p> <p><u>Russian:</u>  Listening: B2  Reading: B2  Spoken interaction: B2  Spoken production: B2  Writing: A2</p>	
<p><b>Knowledge of IT tools</b></p>	<p>Excellent PC skills, particularly with Microsoft Excel and Microsoft Word</p>	