

Job Specification

Job title	EU Contract Administrator
Reporting to	Not for Profit Partners
Location	Brussels, Belgium

Overview of Firm

PKF Littlejohn LLP is an independent firm of chartered accountants and business advisors based in Canary Wharf. With in-depth expertise in many fields of tax, accountancy and finance, we work for clients ranging from large, listed corporates and SMEs to individuals, their families and their businesses.

Our independent status means we offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Littlejohn LLP, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

Not for Profit Division

The Not for Profit (NFP) team has an impressive pool of knowledge and experience to share and from which to learn. The team is led by partners with extensive experience in the sector; not only of auditing and advising large, high profile NFP entities but some have also seen things from the client's side where they have run and assisted in the governance of global international charities.

NFP organisations are distinguished by the fact that they exist for a social purpose, rather than by what they do day to day. This means the NFP world encompasses everything from radical campaigning organisations to big businesses with a public benefit remit. This is an exciting time for anyone with an interest in the sector to be joining our NFP team and in return for your enthusiasm to develop and learn we can offer you the opportunity to build a rewarding career

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>We carry out contract audit work for the European Commission and other International Institutions. PKF Littlejohn has a Partner permanently based in Brussels to oversee the completion of assignments on this and other European contracts, as well as to identify new business opportunities.</p>
<p>This role is to assist and support the conduct of audit work, primarily in the European Commission; and more specifically to assist the Partner based in Brussels in the management and co-ordination of the assignments conducted under the on-going Audit Framework contract with DG ECHO, DG DEVCO and DG Budget; as well as in any other future contracts with the EC and Beneficiaries of EU funding.</p>
<p>The ECHO Audit Framework contract includes within its scope the audit of grants awarded to non-governmental organisations, international organisations and public entities, in the field of humanitarian aid and civil protection. The audits are carried out in the main offices of the grant recipients in Europe and also in the countries of implementation.</p>
<p>The scope of the DG Budget Audit Framework contract includes the audit of grants awarded in fields as varied as environmental protection; consumer protection, research, agriculture, employment; and competitiveness</p>

and innovation among others. All audit work in respect of this contract is carried out in Europe and neighbouring countries.

The DG DEVCO contract relates to the audit of grants and service contracts in the field of development aid anywhere in the developing world. The work is conducted largely in the countries where the aid is delivered.

The firm also currently has contracts with DFID (UK), SIDA (Sweden) and the Global Fund.

The job holder will be based in Brussels with occasional travel within the EU; however, he/she will also have potential option of taking part in those audits carried out in Asia, Africa and Latin America, if desired

Main duties/areas of responsibility

- Attending regular monthly meetings with relevant EC officials and personnel to discuss assignment progression, technical and related administrative matters; drafting agenda's, preparation of minutes thereon; agreeing dates for successive meetings and otherwise communicating regularly with the EC on individual report issues.
- General internal administration and management - liaising initially with auditees, coordinating distribution of EC information files to relevant firms, assignment budgeting, general monitoring and contact with participating firms, etc.
- Overseeing the management and updating of electronic databases used to prepare reports detailing individual assignment progress.
- Chasing audit firms / teams for relevant periodic information on assignment progress and other information as periodically requested by AC or EC.
- Training and technical assistance to firms through visits to firms and through an organised annual meeting in Brussels of all participating firms.
- Additional duties may include:
- Reviewing and editing audit reports prepared by those participating consortium member firms on discreet assignments; discussing comments and observations with firms, agreeing amendments, submission to EC, assisting responsible firms in responding to EC questions and comments and those arising from entities audited.
- General quality assurance review checks in respect of same through use of standard review questionnaire and support tools
- Reporting to and liaising with Deputy Audit co-ordinator on a daily basis as to nature and potential gravity of issues found, possible matters for referral to AC / ECHO for further discussion, currently workloads and scheduling, other challenges as they arise.
- Aiding in the development of new tools, procedures, templates to improve the overall operational efficiency and effectiveness of the functioning of the office and the overall performance of the firm and its fellow consortium members in the performance of their work.

Person Specification

Skills and Qualifications

- Knowledge of EU funding instruments; in particular of its rules and requirements. Familiar with the EC's mandate; organisation and working practice.
- Excellent report writing and communication skills (in English).
- Ideally written and spoken French, Spanish or Portuguese to intermediate level. Other EU language capabilities also a bonus.
- External audit experience, ideally with exposure to internal audit work and international accounting and auditing standards.

Personal Attributes

- Good communicator, tactful and diplomatic.
- Comfortable with working with a small team based in Brussels and engaging with teams in remote locations from different cultures and backgrounds.
- Able to prioritise workload.
- Strong organisational skills.
- Proactive and resourceful.

IT Skills

- Excel (intermediate), Microsoft Word (intermediate), PowerPoint (intermediate) and knowledge of Access is desirable.