



**European Committee
of the Regions**

Brussels, 14 November 2019

VACANCY NOTICE No COR/AST1-AST7/43/19

concerning a post of

ASSISTANT (M/F)

in the Directorate for Human Resources and Finance

Budget and Finance Unit

Publication under Article 29(1) (a), (b) and (c) of the Staff Regulations

1. **Vacancy:** AST1 – AST7

Type of post: ASSISTANT

2. **Working environment**

The Budget and Finance Unit is part of the Directorate for Human Resources and Finance which is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the Committee of the Regions (CoR). It provides CoR members and the institution's secretariat-general with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union and the Financial Regulation, as well as the rules flowing from these, and internal control standards. The Directorate works closely with all the CoR departments concerned and at an interinstitutional level.

The Directorate consists of four units:

- E1 – Budget and finance;
- E2 – Recruitment and career;
- E3 – Working conditions;
- E4 – General administration and public procurement.

The Budget and Finance Unit's work is organized in three sectors, namely Budget, Payroll, and Accounting. The Budget sector supports the preparation of the CoR budget, the monitoring of its sound execution and the reallocation of appropriations. The Payroll sector initiates and authorizes the CoR's salary payments based on recruitment, careers and rights data that form an integrated part of the salary payslips. The Accounting sector carries out the CoR's chronological

and systematic bookkeeping and treasure management. The Unit also hosts the secretariat for the Commission for Financial and Administrative Affairs (CFAA).

3. Brief description of main responsibilities

The position offers the successful candidate the possibility to work with financial management and control tasks in the salary field, planning, monitoring at Unit-level, external audit and discharge matters as well as to work as a back-up in planning, organising and reporting in the secretariat for the CoR member driven CFAA.

4. Duties

Under the direct authority of the head of unit, the jobholder shall work in the following areas:

A. Financial and administrative management and control tasks

- Checking salary slips before financial initiation, central verification, authorisation and payment of salaries;
- Preparing and financially initiating salary advances before central verification, authorisation and payment;
- Reconciliation of salary-related general ledger accounts;
- Implementation of the budget;
- Preparing payment orders and recovery orders;
- Preparing salary related certificates;
- Detecting errors and launching corrective actions.

B. Planning, monitoring and reporting

- Assisting in the development of the annual management, organisation of risk analysis, internal control self-assessment, follow-up on internal audit matters related to the Unit and monitoring of implementation of actions;
- Assisting in the establishment of the CoR's report on budgetary and financial management;
- Assisting in the establishment of the annual activity report;
- Supporting the Unit's managerial ex-post controls.

C. External audit and discharge

- Assisting in the organisation of meetings and coordinating the replies from the CoR services related to audits of the European Court of Auditors and discharge by the Budgetary Control Committee of the European Parliament;
- Assisting in draft responses to resolutions/reports/letters and draft briefings;
- Managing the register for discharge resolutions and recommendations of the European Court of Auditors.

D. Commission for Financial & Administrative Affairs (CFAA) secretariat - Back-up

- Assisting in developing the agenda of the CFAA meetings and establishing the work-planning;
- Coordinating with services for the reservation of the meeting rooms and interpretation;
- Sending the meeting invitations to CFAA members;
- Coordinating with the CoR services for the preparation of documents and follow-up throughout the approval circuit;
- Coordinating the translation of documents via the appropriate management tools, liaising between translation and contributing services, monitoring and follow-up;
- Liaising with the planning, printing and interpretation services involved in the preparation of paper documents and organizing meetings;
- Assisting in the organisation of CFAA preparatory meetings with CoR political group secretariats and CFAA Presidency (including meeting room reservations, orders of consumables, submission of CFAA documents to participants, etc.);
- Initiating the requests for reimbursement of expenses for the individual presences of CFAA members and follow-up of their approval;
- Participating in the preparatory meetings and coordinating with services for follow-up of the questions raised during the preparatory meetings;
- Assisting in writing the briefings to the CFAA Chair;
- Submitting documents to CFAA members and other participants of meetings;
- Assisting in writing the summary of decisions and recommendations and of the follow-up to the CFAA meetings;
- Distributing the summary of decisions to CFAA members following its approval;
- Follow-up of the submission of CFAA documents to the CoR Bureau, when necessary;
- Archiving documents and records of the CFAA meeting;
- Managing the functional mailbox of the CFAA Secretariat;
- Ensuring the update of the information related to CFAA available on the CoR intranet, internet and Agora.

5. Who can apply? (eligibility criteria)

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, every applicant for a permanent position within the CoR must prove that he/she is an established EU official or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade.

6. Qualifications and skills required

- Thorough knowledge of an official language of the European Union and satisfactory knowledge of a second official language of the European Union. For functional reasons, a sound knowledge of English and a good knowledge of French are required;
- Good analytical and drafting skills;
- Good knowledge of current office applications such as SharePoint and MS Office as well as an ability to learn more specific IT systems (such as Centurio, NAP and Abac);
- Ease in handling figures and data (Excel tables, etc.);
- Ability to organise and coordinate operations of horizontal nature;

- Ability to work both in a team and independently and good aptitude for inter-service cooperation;
- Sense of initiative and ability to meet tight deadlines;
- Sense of precision;
- Integrity and discretion;
- Ease of contact;
- In-depth knowledge of the EU Financial Regulation and accounting or budget related background/experience would be an asset.
- Knowledge of software such as Visual Basic, Agora and Adonis would be an asset.

7. **Applications**

All applicants for this vacancy must complete in full the electronic application form available at <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>.

To be valid, the application must be complete and accompanied by an **up-to-date CV, a cover letter** and all of the following supporting documents:

- Applicants submitting an application under Article 29(1)(a)(i) – transfer (established officials of the Committee of the Regions only): proof of current grade;
- Applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure (only for posts in the AD function group);
- Applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established officials of the Committee of the Regions only): proof of current grade which must be immediately below the minimum range of grades defined for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- Applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in institution of origin;
- Applicants who have passed an **EPSO competition for officials or a CoR internal competition**: number of EPSO/CoR competition, candidate number, proof of passing an EPSO/CoR competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 20/12/2019 at noon (Brussels time)**

9. **Remarks**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications submitted under Article 29(1)(c) (laureates of an EPSO competition and/or internal COR competition) ¹; by

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Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during his/her career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer.

derogation from paragraph (1) (a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.

- The post will be filled according to budgetary availabilities.

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for an interview. No application that is incomplete or submitted after the deadline for applications will be considered.

Please note that only those candidates selected for an interview by the requesting service will be contacted in person.

If you have not been contacted within six weeks following the deadline of the vacancy notice, please consider your application unsuccessful.

The personal data contained in applications shall be handled in accordance with European data protection legislation.

The Committee of the Regions (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body that was created in 1994. Its consultative role allows its 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The Secretary-General *ad interim*

(signed)

Pedro CERVILLA