



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/16/20

2 Assistant posts in the financial verification cell

Directorate	Directorate for Human resources and finance
Unit	General administration and public procurement Unit
Vacancy	COR/AST1-AST7/16/20
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	20/08/2020
Deadline:	21/09/2020 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you like financial management, variation and versatility, to play an important and recognized role in an organization and to enjoy independence in the exercise of your function?

As a financial verifying agent, you are responsible for the ex ante verification of the legality, regularity and sound financial management of all types of budgetary transactions (commitments, payments, recovery orders, transfers) and legal transactions (procedures for call for tenders and decision to award contracts, contracts, purchase orders) made in the institution, with the aim of reducing the risk of irregularities.

You ensure that these transactions have been carried out correctly, in accordance with the Financial Regulation and other applicable rules and you give your independent opinion to the authorising officer by subdelegation so as to allow the latter to decide whether to authorize a transaction or not.

You are also responsible for controlling recruitment files, files setting or modifying statutory rights, as well as controlling salaries using a specific procedure.

You carry out thematic ex post verifications annually at the request of the authorising officers by subdelegation.

You play a role of assistance and advice to the initiating agents and the authorizing officers of the institution with regard to the interpretation of the applicable rules and procedures as well as for any type of financial question relating to budget execution under direct management. You may need to organize meetings with the initiating services in the event of more complex transactions.

In addition, you will be able to contribute to the development and implementation of other aspects of the financial management model, the internal control environment and the planning and reporting cycle in place in the institution. You join the dynamic financial verification team, made up of a head of sector and 5 assistants, all experts in verification and financial management.

You will be asked to acquire sufficient knowledge of the overall structure of the organization and the internal control systems in place to understand their role, including the risks that the controls aim to limit, the operations to be controlled and the adequate intensity of controls required for each of them.

Who are we? What are the challenges for us ahead?

Our Unit General administration and public procurement has a staff of 17 persons and is part of the Directorate for Human resources and Finance. It is composed of 4 sectors:

- Financial verification
- Internal control, planning and reporting
- Public procurement
- Missions, mobility and space management

In addition to the above mentioned activities, the unit coordinates the planning and reporting documents for the entire European Committee of the Regions, feeding into the discharge process. It contributes to improving internal control measures in order to reduce management and implementation risks, in particular with regard to public procurement and financial transactions. It plans and coordinates the management of tenders and provides support to operational units in this context. Finally, our unit serves the institution in a number of other administrative matters such as missions, promotion of sustainable transport modes, business continuity as well as the infrastructure liaison office.

Our main achievements in recent years have been the revision of the internal financial rules, the adoption and implementation of a new risk management method, the introduction of paperless circuits both for financial management and in the field of missions, as well as the creation of a single entry page on our intranet containing all information of financial nature useful for financial actors.

Our future challenges include a review and simplification of the control environment and financial management within our Institution, updating our Business Continuity Strategy, continuing the digitalization of financial and administrative processes, the adoption of a new mission guide and the development of a new policy for sensitive functions (together with the human resources departments).

Are you the talent we are looking for?

- You have solid experience in financial management and a good knowledge of the financial regulations applicable within the European Institutions (Financial Regulations, public procurement rules, etc.);
- You preferably have an economic, accounting or legal education;
- You have excellent analytical and summarizing skills (ability to distinguish the essential from the accessory and to identify areas of risk), organization skills, as well as an eye for details;
- You are able to quickly assimilate internal decisions and regulations and check their correct application, to work under pressure and to meet deadlines;
- You are a rigorous person, with a strong sense of responsibility who knows how to work independently but with team spirit, endowed with a sense of interpersonal relationships and diplomacy as well as with integrity and discretion;
- You have a thorough knowledge of one of the official languages of the European Union (EU) and a satisfactory knowledge of another of these languages. For practical reasons, a thorough knowledge of English or French is required, at least satisfactory knowledge of the other of those two languages would be considered an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint, etc.) as well as the ABAC financial management system;

- Relevant professional experience in the field of financial management or financial verification within the Institutions would be an asset;
- Knowledge of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the EU would also be an asset.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 21/09/2020.

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

(signed)

Petr Bližkovský

The [European 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 which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
