



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AST1-AST7/19/23

#### Assistant<sup>1</sup> in the payroll sector

Directorate	Directorate for Human resources and finance
Unit	E.1 Annual Budget and Finance
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	01/06/2023
Deadline:	<b>14/07/2023 at noon (Brussels time GMT + 1)</b>

#### Your job and responsibilities

**Do you possess a good knowledge of the functioning of the European Committee of the Regions (CoR) and especially of the financial procedures? Do you like working with well-defined processes and procedures, including liaising with Human Resources units? Are you interested in an assistant position in the payroll team?**

Under the direct authority of the Team Leader, you will work in the area of payroll whereby you will:

- initiate financial files for validation of budgetary and legal commitments, payments (salaries & other, including school transport, staff insurances, premiums for social security, software, bank charges), estimates of amounts for receivables and recovery orders in compliance with the Financial Regulation, its Rules of Application, the Internal Rules for the implementation of the budget and all other applicable rules and procedures;
- send payslips and prepare salary-related certificates of income upon request, answer salary-related questions;
- test salary-related software;
- report any issues related to the non-respect of rules or procedures to the Authorising Officer by Sub-Delegation and prepare financial exception reports, if and where necessary;
- act as financial initiating agent for transfers of appropriations;
- maintain regular contact and cooperate with counterparts in other European Institutions, particularly the European Economic and Social Committee (EESC) and PMO as well as DIGIT of the European Commission in the field of the service responsibilities;
- take part in internal and external working groups, interservice and interinstitutional meetings, when required.

You will be part of a small and dynamic team of financial professionals working in a pleasant, cooperative atmosphere.

In the light of evolving needs, other relevant tasks and responsibilities within the remit of Unit E1 may be assigned to you by the Head of Unit.

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<sup>1</sup> Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

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

Directorate E "Human Resources and Finance" is responsible for the implementation and development of the CoR's human and financial resources, including the control environment. It provides CoR members and the institution's general secretariat 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 (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. The Directorate for Human Resources and Finance comprises five specialised units:

- E.1 – Strategic use of Resources, Smart House
- E.1 – Annual Budget and Finance
- E.2 - Recruitment and Career
- E.3 - Working Conditions and talent management
- E.4 - Financial management

The unit E.1 is composed of 11 staff members divided into three business areas: Budget, Accounting and Payroll.

Over the years, we have deployed a digital working environment and a proactive forecast of budgetary needs.

The main challenge for the future will be to ensure, under the authority of the Team Leader, a continuous quality functioning of the payroll sector, regular and smooth running of the monthly pay runs and payment of remuneration and allowances to the CoR staff, in this way contributing to the implementation of the institution's political and administrative priorities.

## Are you the talent we are looking for?

- You are a person with integrity and discretion;
- You have a high sense of precision;
- You possess sense of initiative and ability to meet tight deadlines;
- You have a good knowledge of MS Office (especially Excel and Word), as well as an ability to learn fast more specific IT systems (such as ABAC, NAP and Centurio);
- You have a good knowledge of the financial procedures and the EU Financial Regulation;
- You preferably have a diploma in economics, finances or accounting;
- You are able to work both in a team and independently;
- You have good communication skills;
- You have a 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 knowledge of the EU Staff Regulations and the EU Financial Regulations would be an asset.
- Previous experience as a Financial Initiating Agent or in another role of the financial actor would be an asset.

## What we offer

- The opportunity to work in a small, dynamic team in a friendly and collaborative working environment in which integrity, self-motivation, initiative and team spirit are valued.
- 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.
- 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 14/07/2023.

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

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The Secretary-General

*(signed)*

Petr Blížkovský

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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.

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