



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/8/23

Head of Sector¹

Directorate	Directorate for Human Resources and Finance
Unit	Annual Budget and Finance Unit
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	02/03/2023
Deadline:	30/03/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you possess a good knowledge of finance and budget related procedures? Do you understand the various stages of the preparation and adoption of the annual budget, the interaction of the various stakeholders and the political dimension under which the budget of each institution is decided? Are you able to see one-step ahead and deliver consistent and quality results, even when working with short deadlines? Are you able to transform/explain complex processes in simple ideas? Do you possess excellent drafting skills (in English) and do you master complex systems and financial data processing in Excel?

In the context of increasingly challenging budgetary constraints and the political and administrative priorities of the institution, the Directorate for Human Resources and Finance of the European Committee of the Regions (CoR) is looking for a new **Head of the Budget Sector** (in the Annual Budget and Finances Unit) that under the authority of the Head of Unit will coordinate the annual budget preparation process, monitor the budget implementation and drive the budget execution optimisation.

As Head of the Budget Sector and expert in finance and budget related matters, you will support the Head of Unit by contributing to the long-term CoR budget strategy. You will plan and monitor the Budget Sector's activities, support other colleagues in their work and perform a quality check of documents prepared.

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.

The context of the Covid-19 experience has obliged all institutions to review their functioning, working methods as well as the services that they offer. As a creative financial expert with in-depth knowledge of the functioning of the European Institutions, the Financial Regulation, the annual budget process, you will participate in shaping the institution's strategic objectives in terms of budget preparation, allocation and management.

¹ 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 Head of the Unit, a continuous quality functioning of the annual budget process and budget implementation and optimisation. The goal will be to continue to secure the necessary budgetary means for the institution to allow it to implement its political and administrative priorities.

Are you the talent we are looking for?

- You have at least 3 years of professional experience in financial and budget management and possess a good knowledge of the financial and budgetary procedures of the European Institutions (Financial Regulation, annual budget, etc.);
- You can motivate, develop and successfully lead multicultural teams and maintain constructive relations with all client services and stakeholders;
- You have an excellent written, communication and drafting skills in English;
- You preferably have a diploma in economics, finances or accounting;
- You have excellent analytical and synthesis skills, organization skills as well as critical sense;
- You are a good networker capable of establishing trustful relationships with internal and external stakeholders;
- You show initiative and foresight, remaining equally efficient and working to the same high standard as when deadlines are short or there is a high workload;
- 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 very good understanding of the political environment of the CoR and of the European Institutions;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English is required;
- You have an excellent knowledge of Excel and good general command of IT applications and tools (Outlook, Word, Business Objects, etc.) and a strong interest in IT modernisation. An experience with Visual Basics or macro programming 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.
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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 30/03/2023.

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

The Secretary-General

(signed)

Petr Blížkovský

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.
