



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/41/22

Assistant in the accounting sector

Directorate	Directorate for Human Resources and Finance
Unit	Annual Budget and Finance Unit
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	06/10/2022
Deadline:	27/10/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Would you like to work in the accounting team and deal with the various accounting tasks? You will deal with the treasury management, registration of invoices, accounting closure, ABAC helpdesk and other assignments.

Under the Head of Sector that is also the Accounting Officer of the Institution, you will work in the area of treasury management whereby you will execute daily payments in SAP and follow up and prepare the replenishment demands in the treasury planning.

You will also receive and register invoice and follow-up reports regarding invoices and credit notes. Another area of your expertise will be the accounting closure: you will prepare the closure bookings, collect relevant accounting information and assist in ad-hoc tasks given by the accounting officers.

Other tasks that will fall within your remits are the follow-up of internal and external credit transfers, the approval of recovery orders and the management of the contract register (in the limited scope). You will also perform accounting controls under the supervision of the accounting officer, review notes, letters and communications and assist with archiving and ABAC Helpdesk and user support.

The post will become available as of 1 April 2023.

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

Directorate E "Human Resources and Finance" is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the European Committee of the Regions (CoR). 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.I – 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 of activity: Budget, Accounting and Payroll.

The Accounting sector carries out the CoR's chronological and systematic bookkeeping and treasury management.

The accounting team participates actively in the digitalisation process that is one of the main objectives of the CoR. We deal with the introduction of the paperless workflows and reception of the electronic invoices.

Are you the talent we are looking for?

- You have a knowledge of ABAC Workflow, ABAC Accounting (SAP), ABAC Data Warehouse (DWH) and MS Office (especially Excel and Word);
- You have knowledge of accrual-based accounting rules;
- You have experience in the registration of invoices, approval of recovery orders, execution of payments and treasury management;
- You have experience in the set-up for the electronic invoices (sent via Supplier Portal or PEPPOL);
- You have experience in the preparation of the year-end accounting entries and annual accounts;
- You have a sense of precision;
- You are able to work both in a team and independently;
- You have good communication skills;
- You are a person with integrity and discretion;
- You have a thorough knowledge of an official language of the EU and satisfactory knowledge of a second official language of the EU. For functional reasons, a sound knowledge of English and a good knowledge of French are required;
- Good knowledge of the EU Financial Regulation and experience in the financial management would 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 27/10/2022.

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.
