



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE Nº COR/AST1-AST7/8/21

#### Assistant

Directorate	Directorate for Members, Plenaries and Strategy
Unit	Services to members unit
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	05/03/2021
Deadline	<b>02/04/2021 at noon (Brussels time GMT + 1)</b>

### Your job and responsibilities

**Interested in figures? Do you have a customer-orientated approach and would you like to contribute to managing our members' financial files as well as those of other categories of participants in the meetings of the European Committee of the Regions (CoR)?**

As an assistant in the Financial Services sector of the Services to Members unit, you will join a small dynamic team of four financial managers and two authorising officers, in which solidarity, mutual assistance and collegiality are important values. You will need to be able to integrate quickly into the team and be creative, accurate and rigorous in the financial management of files. Members' financial files are managed in a paperless way using software that fully meets the needs and constraints of a digitalised working environment.

Being a member of the Financial Services sector also requires a high level of discretion, integrity and confidentiality, and strong listening and diplomatic skills, in dealing with both the members of the CoR and all of its staff.

Reporting to the two authorising officers and the head of unit, you will be required, in particular, to:

- Prepare the budgetary commitments and reimbursements of travel and meeting expenses for members and other participants in Committee meetings;
- Contribute to the team spirit and to the service to Committee members;
- Act as a financial initiating agent.

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

The Members, Plenaries and Strategy Directorate is the primary point of contact for members with regard to their rights and obligations, as well as their working environment, during their term of office in the CoR. Its main responsibilities are:

- To provide appropriate and efficient support and assistance (legal, financial and operational) to its stakeholders in a timely manner, in full compliance with the CoR's procedures and Rules of Procedure;

- To provide timely and efficient support (including human, logistical and interpreting resources) for the organisation of CoR meetings and other events in and outside Brussels to enable the CoR to achieve its political objectives;
- To provide support, assistance and coordination in a certain number of cross-cutting areas related to the CoR's internal working environment: legal assistance, operational procedures, document and IT management.

The Services to members Unit brings together in one unit a general information helpdesk for members (One Stop Shop), financial services and document management.

The Financial Services sector manages a total annual budget of around EUR 15 million, spread over 17 different budget lines. This department has always been rigorous in budgetary management and in the correct implementation of expenditure in full compliance with the legal framework in force.

Our main challenge to come will be to ensure the same level of service and reliability in budget implementation while modernising the working tools and the administrative and financial management tools.

### Are you the talent we are looking for?

- You preferably have training in finance or accounting;
- You are able to quickly assimilate internal decisions and rules and check that they are correctly applied, work under pressure and meet deadlines;
- You have excellent written and oral analysis and communication skills, with a view to smooth communication with Committee members;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a very good command of French and/or English is required;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.) and the ABAC financial management system;
- You are able to work independently and also as part of a team, with attention to detail, and are able to cope with a heavy workload from time to time, delivering high-quality work on time;
- You are able to work in an international and multicultural environment and easily adapt to different situations and changes in the tasks to be performed;
- Five years of professional experience in the field of financial management in the institutions as well as experience or knowledge of air ticketing would be strong assets.

### What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- The opportunity to work in direct contact with regional and local elected representatives from the 27 Member States of the European Union and to help make the voice of local and regional authorities heard in decision-making at European level;
- 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 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 02/04/2021.

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](#) 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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