



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/2/21

Assistant¹

Directorate	Directorate for Human resources and finance
Unit	Financial management Unit ²
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	18/02/2021
Deadline	11/03/2021 at noon (Brussels time GMT+1)

Your job and responsibilities

Do you like financial management, diversity of tasks and versatility? Do you want to play an important and a recognized role in an organization on a human scale?

As a financial initiating agent you will perform the tasks and controls relating to the financial initiation of operations. In particular, you will be responsible for:

- Establishing effective collaboration with sub-delegated authorizing officers and with operational colleagues in operational services;
- Analyzing the justification of the requests and the completeness of the information provided by the operational services;
- Preparing all type of financial transactions (such as commitments, payments, recovery orders and transfers);
- Initiating and validating operations in ABAC;
- Ensuring the legality and regularity of operations, compliance with the principle of sound financial management, in respect of the Financial Regulations and other applicable financial rules.

Following a global review of financial management at the European Committee of the Regions (CoR), you will join a new centralized team of financial agents whose members will be responsible for handling all financial transactions for the entire institution.

With this centralization, the CoR pursues, among others, an objective of professionalization of the function of financial agent. Its members will be experienced, versatile and called to deal with all types of files, and will be able to improve their knowledge continuously through the exchange of experiences and specific training. The transition from decentralized financial management towards a centralized model is a new challenge for all team members.

1 Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

2 Previously "General administration and public procurement Unit".

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

The Financial management Unit currently has a staff of 15 persons and is part of the Directorate for Human resources and finance. It is composed of 4 sectors:

- Financial verification;
- Financial initiation;
- Public procurement; and
- Missions, mobility and space management.

The unit coordinates the planning and reporting documents for the entire CoR, 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.

Due to a recent internal reorganisation, our unit's attention will be focused even more on financial management with the newly created Financial initiation sector. Our main challenge is therefore its implementation, with all that this entails: recruitment, training, clarification of roles between operational units and the central service, development of a vademecum, review of (electronic) financial circuits, etc.

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 synthesis skills (ability to distinguish the essential from the accessory and to identify areas of risk), organizational skills, as well as an eye for figures and details;
- You are a rigorous person, with a keen sense of responsibility knowing how to work independently but with a team spirit, endowed with a sense of interpersonal relationships and diplomacy as well as integrity and discretion;
- 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 and/or French is required; at least satisfactory knowledge of the other of these two languages is an asset;
- You have a good command of IT applications and tools (such as Outlook, Excel, Word, Business Objects and SharePoint) as well as the ABAC financial management system.

What we offer

- A position within a young, dynamic and constantly evolving team;
- 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 11/03/2021.

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.
