



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Accounting Assistant

Reference number: COR/AST1-AST9/27 BIS/24

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.1 – Annual Budget and Finance
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	11/10/2024
Deadline	25/10/2024 at noon (Brussels time)

## 1. Your job and responsibilities

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

Under the supervision of the Head of Sector, who also serves as the Accounting Officer for the institution, you will be responsible for receiving, registering, and follow-up of invoices and credit notes. You will provide support to ABAC users as part of the ABAC Helpdesk.

Your duties will also include executing daily payments in SAP and preparing replenishment requests. Additionally, you will assist with the accounting closure process by gathering relevant financial data and supporting the Accounting Officer with assigned tasks.

Other responsibilities will include approving recovery orders, preparing reports on contracts (within a limited scope), and assisting with the annual archiving of accounting records.

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

The Directorate for Human Resources and Finance (Directorate E) 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.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 Annual Budget and Finance Unit (E.1) is a small, but very dynamic Unit composed of 11 staff members divided into three main business areas of activity: Budget & CFAA, Accounting and Payroll.

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

The accounting team participates actively also 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.

### **3. Are you the talent we are looking for?**

#### **3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED**

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

#### **3.2 JOB-SPECIFIC REQUIREMENTS**

- You have experience in the registration/processing of invoices;

- You have a basic knowledge of accrual-based accounting rules;
- You have a knowledge of ABAC Workflow and such IT tools like SharePoint, Excel and Word (preferably in MS 365 environment); knowledge of ABAC Accounting (SAP) and ABAC Data Warehouse (DWH) would be an asset;
- 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 good knowledge of English and French are required.

### 3.3 ASSETS

- Good knowledge of Power BI, other Microsoft Power applications and Microsoft Copilot would be an asset;
- Good knowledge of the EU Financial Regulation and experience in the financial management would be also an asset.

## 4. 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.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

## 5. 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](#) before 25/10/2024 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General  
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.