



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Financial Verification Assistant

Reference number: COR/AST1-AST9/31 BIS/24

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.4 – Financial Management
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	07/11/2024
Deadline	22/11/2024 at noon (Brussels time)

1. Your job and responsibilities

Do you like financial management, diversity of tasks and versatility? Do you like to enjoy independence in the exercise of your function and do you want to play an important and a recognized role in an organization on a human scale?

As a financial verifying agent, you are responsible for the ex-ante verification of the legality, regularity and sound financial management of all types of budgetary transactions (commitments, payments, recovery orders, transfers) and legal transactions (procedures for call for tenders and decision to award contracts, contracts, purchase orders) made in the institution, with the aim of reducing the risk of irregularities.

You ensure that these transactions have been carried out correctly, in accordance with the Financial Regulation and other applicable rules and you give your independent opinion to the authorising officers by sub-delegation so as to allow the latter to decide whether to authorize a transaction or not.

You are also responsible for controlling recruitment files, files setting or modifying statutory rights, as well as controlling salaries using a specific procedure.

You carry out thematic ex post verifications annually at the request of the authorising officers by sub-delegation.

You play a role of assistance and advice to the initiating agents and the authorizing officers of the institution with regard to the interpretation of the applicable rules and procedures as well as for any type of financial question relating to budget execution under direct management. You may need to organize meetings with the initiating services in the event of more complex transactions.

You join the dynamic financial verification team, made up of a Head of Sector and 5 assistants, all experts in financial verification and financial management.

You will be asked to acquire sufficient knowledge of the overall structure of the organization and the internal control systems in place to understand their role, including the risks that the controls aim to limit, the operations to be controlled and the adequate intensity of controls required for each of them.

In the light of evolving needs, also other relevant tasks and responsibilities within the remit of Unit E.4 may be assigned by the Head of Unit.

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

The Financial management Unit currently has a staff of 17 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 is in charge of financial management processes across the institution. 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 as well as the infrastructure liaison office.

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 solid experience in financial management and a good knowledge of the financial rules applicable within the EU institutions (Financial Regulation, public procurement rules, etc.);
- You preferably have an economic, accounting or legal education;
- 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 high level of English and/or French is required;
- You have a good command of IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint, etc.) as well as the ABAC financial management system.

3.3 ASSETS

- Previous experience as financial initiating or verifying agent is a strong 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 22/11/2024 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

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