



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Payroll Assistant

Reference number: COR/TA/AST3/3/2024

Directorate	Directorate for Human Resources and Finance
Unit	Annual budget and finance
Sector	Payroll
Type of position	Temporary staff member AST3 Article 2(a) of the CEOS
Period	Indefinite, starting from 1 February 2025
Application	Online form for ad hoc application Please select "Annual budget and finance" in the "Job orientation" field(s). Please note: Candidates preselected for this procedure will be required to pass a written test
Date of publication	21 November 2024
Deadline	5 December 2024 at noon (Brussels time)

1. Your job and responsibilities

Do you possess a good knowledge of the functioning of the European Committee of the Regions (CoR) and especially of the financial procedures? Do you like working with well-defined processes and procedures, including liaising with Human Resources units? Are you interested in an assistant position in the payroll team?

Under the direct authority of the Team Leader, you will work in the area of payroll whereby you will:

- initiate financial files for validation of budgetary and legal commitments, payments (salaries & other, including school transport, staff insurances, premiums for social security, software, bank charges), estimates of amounts for receivables and recovery orders in compliance with the Financial Regulation, its Rules of Application, the Internal Rules for the implementation of the budget and all other applicable rules and procedures;
- send payslips and prepare salary-related certificates of income upon request, answer salary-related questions;
- test salary-related software;

- report any issues related to the non-respect of rules or procedures to the Authorising Officer by Sub-Delegation and prepare financial exception reports, if and where necessary;
- act as financial initiating agent for transfers of appropriations;
- maintain regular contact and cooperate with counterparts in other European Institutions, particularly the European Economic and Social Committee (EESC) and PMO as well as DIGIT of the European Commission in the field of the service responsibilities;
- take part in internal and external working groups, interservice and interinstitutional meetings, when required.

You will be part of a small and dynamic team of financial professionals working in a pleasant, cooperative atmosphere.

In the light of evolving needs, other relevant tasks and responsibilities within the remit of Unit E1 may be assigned to you by the Head of Unit.

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 (E1) 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 main challenges for the future will be to ensure, under the authority of the Head of Sector/Team Leader, (i) a continuous quality functioning of the payroll service, (ii) regular and smooth running of the monthly pay runs and payment of remuneration and allowances to the CoR staff, and (iii) the digital transformation of the service, in this way contributing to the implementation of the institution's political and administrative priorities.

The payroll team participates actively also in the digitalisation process that is one of the main objectives of the CoR. Over the years, we have deployed a modern digital working environment and a proactive forecast of budgetary needs.

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 a knowledge of ABAC Workflow and IT tools such as SharePoint, Excel and Word (preferably in MS 365 environment) and payroll-specific IT systems (such as ABAC, NAP and Payroll application); knowledge of Power BI and other Microsoft Power applications would be an asset; knowledge of Microsoft Copilot would be an asset;
- You have a good knowledge of the EU Financial Regulation and experience in the financial management.
- You have a good knowledge of the Staff Regulations.
- You have an experience as a Financial Initiating Agent or in another role of the financial actor.
- 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.
- You preferably have a diploma in economics, finances or accounting.

Please note that candidates must meet the eligibility criteria specified in [art. 12\(2\) of the Conditions of Employment of Other Servants](#).

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. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- 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 5 December 2024 at noon. Please make sure to select "Annual budget and finance Unit" in the "Job orientation" field.

Please note that only candidates selected for the interview and written test by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

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.