



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Contract staff member working in accounting

Reference number: COR/CA/FGIII/13/24

Directorate	Directorate for Human Resources and Finance
Unit	Annual budget and finance
Sector	Accounting
Type of position	Contract staff member FGIII
Period	2 years, starting from 1 April 2025
Application	<a href="#">Online application form</a>
Date of publication	12 December 2024
Deadline	15 January 2025 at noon (Brussels time)

Please note: the successful completion of [EPSO CAST FGIII](#) is required

## 1. Your job and responsibilities

Under the supervision of the Deputy Head of Unit, 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 (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 payroll sector carries out the CoR's chronological and systematic bookkeeping and treasury management.

The payroll 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 passed [EPSO CAST FGIII<sup>1</sup>](#)
- You have a very good knowledge of ABAC Workflow, ABAC Accounting (SAP), ABAC Data warehouse (DWH) and such IT tools like SharePoint, Excel and Word (preferably in MS 365 environment); knowledge of Microsoft Copilot would be an asset;
- You have at least 2 years of the experience in the registration of invoices, approval of recovery orders, execution of payments and treasury management;
- You have a knowledge of accrual-based accounting rules;
- You have experience in the set-up for the electronic invoices (sent via Supplier Portal or PEPPOL);
- 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;
- Good knowledge of the EU Financial Regulation and experience in the financial management would be also an asset.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) 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.

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<sup>1</sup> For more information please consult the [website EU Careers](#).

## 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 **15 January 2025 at noon**.

Please note:

- the successful completion of [EPSO CAST FGIII](#) is required to be eligible for this selection procedure.
- only candidates preselected by the selection panel for an interview 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.