



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

LAM Secretary - Local Authorisations Manager

Reference number: COR/SC1-SC6/28 BIS/25

Directorate	E – Human Resources and Finance
Unit	E.4. Financial Management
Vacancy	AST/SC1-AST/SC6
Type of post	Official – Secretary/Clerk Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	03 April 2025
Deadline	24 April 2025 at noon (Brussels time)

1. Your job and responsibilities

Are you able to autonomously manage technical administrative tasks requiring attention to details? If so, this is the perfect opportunity for you: Join us as Local Authorisations Manager (LAM).

You will be pivotal in overseeing financial profiles within the E-LAM tool and ensuring appropriate access rights in the ABAC financial management system. You will work under the supervision of a Head of Sector and with the support of a backup. This unique role within the institution offers significant responsibility and extensive interactions across various departments.

Your key responsibilities will include:

- Assisting Authorising Officers by Subdelegation with the appointment of financial actors;
- Granting access to the different financial management tools;
- Organising and maintaining the LAM's teamsite up to date and managing the archiving of LAM documents;
- Supporting the transition from ABAC to the new financial management tool SUMMA (planned for 2027).

As needs evolve, and depending on your skills and interests, you may also take on additional tasks within Unit E.4 at the discretion of 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 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 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. Our Directorate 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 Directorate comprises approximately 80 officials and other servants. Unit E.4 "Financial management" is currently staffed by 17 colleagues and its aim is to ensure sound financial management across the Institution in full compliance with the Financial Regulation, the Internal Financial Rules, the Internal Control Standards and any other applicable financial and legal rules. 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.

Beyond LAM, our unit also consists of four key sectors: Public Procurement, Financial Initiation, Financial Verification and Missions and Mobility.

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 good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You have sound experience in managing team sites in SharePoint Online or a strong ability to quickly acquire this knowledge.
- You have strong planning and organisational skills with high attention to details.
- You have a thorough knowledge of one of the official languages of the European Union (EU) and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a good level of French is desirable. Knowledge of additional EU languages is a plus.

3.3 ASSETS

- Previous experience in ABAC, SharePoint and financial management.
- Experience in similar roles involving access management or financial operations.

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 24 April 2025 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.