



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Financial Verification Assistant

Reference number: COR/AST1-AST9/53 BIS/25

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.4 - Financial management
Vacancy	AST1-AST9
Type of post	OFFICIAL - ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	16/10/2025
Deadline	30/10/2025 at noon (Brussels time)

## 1. Your job and responsibilities

Do you like financial management, variety and multitasking? Do you enjoy working independently and want to play an important and recognised role in an organisation on a human scale? Join our team of financial verification assistants.

As a financial verification assistant, you will be responsible for the ex-ante verification of the legality, regularity and sound financial management of all types of budgetary (commitments, payments, recovery orders, transfers) and legal transactions (tender procedures and decisions on awarding contracts, order and purchase forms) carried out in the institution with the aim of reducing the risk of irregularities.

You will ensure that these transactions are carried out correctly, in accordance with the Financial Regulation and other applicable rules and will give your independent opinion to the authorising officer by subdelegation, which will enable them to decide whether or not to authorise a transaction. You will also be responsible for checking recruitment files and files establishing or amending entitlements under the Staff Regulations and checking salaries in accordance with a specific procedure. You will carry out thematic ex post verifications at the request of authorising officers by subdelegation every year.

You will also assist and advise the institution's initiating agents and authorising officers with regard to the interpretation of the applicable rules and procedures and on all types of financial issues

relating to budget implementation under direct management. You may be required to organise meetings with the initiating departments in the case of more complex transactions.

You will join the dynamic financial verification team, which consists of a Head of Sector and five assistants, all of whom are experts in financial verification and management. You will be asked to acquire sufficient knowledge of the overall organisation structure and the internal control systems in place to understand their role, including the risks that the controls are intended to mitigate, the operations which must be controlled and the sufficient extent of the controls required for each of them. As needs are evolving, other tasks or responsibilities within Unit E.4 may also 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 implementation and development of the human and financial resources, including the control environment, of the European Committee of the Regions (CoR). It provides high-quality services to CoR members and the general secretariat of the institution while ensuring 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 rules stemming from these and internal control standards. Directorate E works closely with all the CoR departments and with other EU institutions. Our directorate comprises five specialised units:

- Unit E.1 – Strategic use of resources, smart house;
- Unit E.1 – Annual budget and finance;
- Unit E.2 – Recruitment and career;
- Unit E.3 – Working conditions and talent management;
- Unit E.4 – Financial management.

The directorate has around 80 staff members – officials and other agents. Unit E.4 – Financial Management currently consists of 17 colleagues and has the task of ensuring rigorous financial management within 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 helps to improve internal control measures in order to reduce management and implementation risks, in particular as regards public procurement and financial transactions. In addition to financial management, our unit also comprises three key sectors: public procurement, financial initiation, and missions-mobility-LAM.

## **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 periods 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 thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For operational reasons, a high level of English and/or French is required.
- You have sound experience in financial management and a good knowledge of the financial regulations applicable within the European Institutions (Financial Regulations, public procurement rules, etc.).
- You preferably have educational background in economics, accounting or law.
- You have a good command of IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint, etc.), including AI tools in a secure environment, as well as the ABAC and/or SUMMA financial management system.

### 3.3 ASSETS

- Previous relevant professional experience in the field of financial management or financial verification within the European institutions is a major asset.
- Proven experience with SUMMA is a major asset.
- Knowledge of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union is a major 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. 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 30/10/2025 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.