

## CALL FOR EXPRESSION OF INTEREST

### Contract staff member working as Financial Initiating Agent

Reference number: COR/CA/FGIII/13/26

Service	Financial pool in the Financial management unit
Type of position	Contract staff member FGIII
Period	2 years, starting from 1 May 2026
Application	<a href="#">Online application form</a>
Date of publication	05 March 2026
Deadline	19 March 2026 at noon (Brussels time)

## 1. Your job and responsibilities

**Do you like financial management and variety in your work?**

**Are you a versatile team player and do you have a customer-oriented approach?**

**Would you like to play meaningful and recognised role in an institution on a human scale?**

**Can you easily adapt to a dynamic professional environment?**

If you answered yes to these questions — you may be the talent we are looking for to join the pool of financial experts in the European Committee of the Regions (CoR). The pool is composed of financial experts and provides high-level financial support and advice to CoR members and colleagues.

As a financial agent you will perform tasks and controls relating to the initiation and processing of financial operations. In particular, you will be responsible for:

- Establishing effective collaboration with sub-delegated authorizing officers and operational colleagues from various operational services;
- Reviewing and assessing the justification and the completeness of the file submitted by the operational services;
- Preparing all types of financial transactions (such as commitments, payments, recovery orders, credit transfers, etc) and/or processing the reimbursement of travel expenses and payment of related allowances to members and other meeting participants;

- Initiating and validating operations in ABAC and/or SUMMA, as well as in other related applications;
- Ensuring the legality and regularity of operations, compliance with the principle of sound financial management, in respect of the Financial Regulations and other applicable financial rules;
- Contributing to the digitalisation and simplification of financial processes.

This call refers to staff members capable of contributing to several aspects of financial management in the CoR (e.g. financial initiation of various types of transactions, budget monitoring, payment of member's entitlements, staff missions or public procurement and contract management) while integrating smoothly into a team environment.

If you are flexible, thorough, and eager to grow in a dynamic administrative environment, we would be delighted to welcome you on board as part of the CoR's pool of financial experts.

- You will be administratively attached to the Financial management unit. Depending on the evolving priorities and workload, you may be asked to temporarily assist or be placed at the disposal of another unit with financial responsibilities, such as the Services to Members Unit in the Directorate for Members, Plenaries, Strategy, or the Financial Management Unit within the Directorate for Translation. This will also allow you to develop a holistic understanding of the functioning of the institution while contributing to the optimisation of its processes and exchanges of best practices. The initial posting is foreseen in the Services to Members Unit, which deals with expenditure related to CoR Members.

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

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.

The pool of financial experts is composed of 9 colleagues and provides support to financial and operational colleagues across the Institution.

It works closely with the financial services of Unit A.1 "Services to Members", which is composed of five financial initiating agents and three authorising officers responsible for the expenditure related to members' activities.

It consists of four key sectors: Public Procurement, Financial Initiation, Financial Verification 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 passed [EPSO CAST FGIII](#)<sup>1</sup>;
- You have relevant experience in financial management and/or a good knowledge of the Financial Regulations applicable within the European institutions;
- You are able to quickly assimilate internal decisions and rules and check that they are correctly applied, with attention to detail;
- You have very good analytical and synthesis skills (ability to distinguish the essential from the accessory and to identify areas of risk), organizational skills, as well as an eye for figures and detail;
- You are a rigorous person, with a keen sense of responsibility knowing how to work independently but with a team spirit, endowed with a sense of interpersonal relationships and diplomacy as well as integrity and discretion;
- 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 is required and at least a good level of French is desirable;
- You have a very good command of IT applications and tools (such as Outlook, Excel, Word, SharePoint, etc.) including AI tools in a secure environment, and, you are familiar with ABAC and/or SUMMA, the applications used for financial management inside the EU institutions.

### 3.3 ASSETS

- Previous experience in ABAC, SharePoint and financial management in the EU institutions.
- Previous experience with air ticketing and/or in dealing with high level clients.
- You preferably have an economic, accounting or legal education.

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

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.

#### 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 19 March 2026 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 call for expression of interest, please consider your application unsuccessful.
- a reserve list may be established for future recruitment for the same profile. Such a reserve list would be valid for one year, with the possibility of renewal based on the needs of the service.

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.