



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

CoR Local Authorisations Manager

Reference number: COR/AST1-AST9/26 BIS/26

Directorate	E. Directorate for Human resources and finance
Unit	E.4. Financial management
Sector	Missions-Mobility-LAM
Vacancy	AST1-AST9
Type of post	Official - Assistant Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	09/09/2026
Deadline	23/09/2026 at noon (Brussels time)

1. Your job and responsibilities

Are you highly organised, trustworthy and someone who enjoys taking ownership of critical processes? Do you like working independently, becoming the go-to expert in a specialised field and playing a key role in protecting an institution's financial systems?

If you are looking for a position where accuracy, autonomy and responsibility truly matter, this is your opportunity: join us as Local Authorisations Manager for the European Committee of the Regions (CoR).

As Local Authorisations Manager (LAM), you will be responsible for managing user access rights to the financial management systems in accordance with the applicable security and internal control requirements.

The post offers responsibility for a specialised function that is essential to the Institution's financial governance and involves regular cooperation with a broad range of internal stakeholders.

Under the supervision of the Head of Sector, you will receive the necessary training to develop specialist expertise and progressively become the Institution's focal point for this area of activity. Your key responsibilities will include:

- Assisting Authorising Officers by Subdelegation with the appointment of financial actors;
- Manage the complete lifecycle of financial access rights for staff members;
- Ensure that all financial profiles and authorisations are created, updated and removed accurately and in compliance with the decisions and internal rules;
- Advise colleagues on access rights and financial roles;
- Organising and maintaining the LAM's teamsite up to date and managing the archiving of LAM documents;
- Support the transition from ABAC to the new financial management tool SUMMA (planned for 2027) with the creation of new profiles and access rights;
- Support the development of the new digital tool for managing financial and operational actors by defining business requirements and liaising with IT colleagues throughout the project;
- Liaise with other EU Institutions (EC DG BUDG, EESC).

Subject to evolving service needs and taking into account your skills, experience and interests, you may be assigned other responsibilities within Unit E.4 as determined by the Head of Unit.

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

Unit E.4 “Financial Management” currently comprises 17 staff members and plays a key role in ensuring sound financial management throughout the Institution. The Unit ensures compliance with the Financial Regulation, the Internal Financial Rules, the Internal Control Standards and other applicable financial and legal provisions.

It supports the continuous improvement of internal control systems and contributes to reducing management and implementation risks, particularly in relation to public procurement procedures and financial transactions.

The Unit is structured into four sectors: Public Procurement, Financial Initiation, Financial Verification, and Missions, Mobility and 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 the EU official languages. For functional reasons, a high level of English is required and a good level of French desirable.
- You pay close attention to details and are able to work in a structured and organised way.
- You have a good command of IT applications and tools, such as Microsoft 365 and SharePoint, including AI tools in a secure environment.

3.3 ASSETS

- You have experience in administrative, coordination or support functions.
- You have experience working with IT systems, user access management or business applications.
- You have experience with SharePoint or similar collaborative platforms.
- You have experience with ABAC, SUMMA or other financial management applications specific to the EU institutions.

This position is particularly suited to candidates interested in developing specialist expertise. While it includes recurring administrative tasks, it also offers considerable autonomy, continuous learning opportunities and a key role in supporting the Institution's financial governance.

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 23/09/2026 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.