

The Consumer Voice in Europe

Accountant / Finance Officer

Full-time undetermined period contract

BEUC, the European Consumer Organisation, is looking for an accountant / finance officer to reinforce its finance and administration team, reporting directly to the Finance and Administration Director.

The tasks of the position will include to:

- Recording and monitoring of accounting operations (incoming and outgoing invoices, 3 levels of analytical/project accounting, credit cards, bank statements);
- Preparation of outgoing invoices and management of membership fees;
- Preparation of payments and follow-up of suppliers;
- Relations with banks and suppliers;
- VAT declarations in Belgium (monthly);
- Participation in financial reporting and regular follow-up of projects, from EU and other donors;
- Participation in bi-monthly reporting;
- Participation in preparation of annual accounts;
- Assistance in the payroll management in relation with the payroll office (including pension scheme).

The main qualifications we are looking for are:

- Bachelor in Accounting;
- Minimum 3-year experience in a similar position, preferably in a not-for-profit environment, or as sole accountant (A to Z management);
- Good knowledge of accounting legislation and Belgian accounting standards;
- Good knowledge of Excel and accounting software; knowledge of WinBooks software is a plus;
- Good knowledge of English is a must;
- Experience in (EU) project financial management is a plus;
- Organisation and accuracy; analytical spirit and can-do attitude;
- Team player; ability to be polyvalent; stress resistant.

What we offer:

- A multidisciplinary and multicultural working environment within an organisation dedicated to the promotion of the interests of consumers;
- A full-time undetermined period contract with a competitive package (salary, fringe benefits, extra-legal paid leave, flexi-time).

Applications for the position should be sent **by 1st November 2020** by e-mail to **apply@beuc.eu** with subject line: **Accountant**.

The first round of interviews is expected to take place on the week of 8 November.

Starting date: as soon as possible.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

Your application should include the following documents (with your name as title):

1. **A short motivation letter**
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions:**
 - Why would you like to work for BEUC? Briefly explain the main reasons that motivate you to work for BEUC, using maximum 150 words.
 - Why should BEUC appoint you? Tell us why you think we should appoint you rather than other candidates, using maximum 150 words.

Any incomplete applications will be disregarded.

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.