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## Accounting Junior Consultant

### - JOB DESCRIPTION -

**Title:** Accounting Officer

**Department:** Financial Department

**Directly Reports to:** C.E.O

**Objective:** To utilize and extend the gained professional working experience in the field of Accounting and further develop the Employee's skills under Obelis corporate culture. To augment and take responsibility over the smooth operations of the Accounting of the company; including: management of the financial processes like payroll, accounts receivable, and accounts payable.

#### Main Duties:

- Operate Obelis accounting systems;
- Encode and process all suppliers invoices and all payments;
- Encode banks statements;
- Encode and process all journal entries and reconcile all statements for monthly VAT declaration;
- Coordinate the collection of the necessary documents in case of financial audits;
- Coordinate all accounting activities and reports with external financial experts
- Analyse Obelis accounting on an ongoing basis to identify any inaccuracies and recommend improvement measures;
- Respond to general vendor payment inquiries;
- Coordinate the issuance of invoices & credit notes;
- Issuance pay slips and ensure payroll data entry;
- Maintain and manage the office cash-box and anticipate cash needs;
- Prepare regular financial reports for budget holders and management team;
- Prepare budget proposals;
- Prepare financial planning of scientific European projects under H2020;
- Prepare Statistics & Key Process Indicators;
- Provide internal and external trainings on accounting related matters;
- Collaborate with the Administration department on the Late payers project;
- Provide assistance to various departments when needed;
- Any further ad hoc duties affecting the staff or activities of Financial Department;

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## Responsibilities:

- Ensure the constant performance towards the Financial Department's activity, objectives & KPI's;
- Ensure the smooth operation of the company accounting system;
- Initiate improvement paths for accounting system;
- Prepare and represent the company accounts for Management & Board meetings;
- Manage the daily activities of the company Accounting;
- Ensures implementation of the ISO procedures within the Financial Department ;
- Ensure the activities on research for the applicable accounting updates;
- Train and coach new team members;
- Support training programs by educational presentations for the group and when applicable for all Departments;
- Officially represent Obelis in external and internal meetings and events;

## Requirements

### Education

- BA degree / MIM-Programs in Accounting

### Experience

- 1 to 3 years professional experience as an Accountant
- Previous professional experience in accounts receivable, and accounts payable
- Previous professional experience in the Belgian accounting law

### Language(s)

- Fluency in English and a good level of French (written & oral) ;
- Dutch or any additional EU language – Is an Advantage

### Computer Skills

- Knowledge of the accounting database Winbooks – Is an Advantage
- Proficiency at Microsoft word, Excel, PowerPoint, Outlook

## Desired skills & Competencies

- Strong knowledge of accounting, reconciliation, journal entry, and other such financial transactions;
- Exceptional ability to execute multiple projects without error, and with high attention to detail;
- Ability to study, absorb & analyse information;
- Ability to prioritize, coordinate and manage tasks;
- Excellent time-management skills;
- High adaptability, flexibility, dedication supported by a positive 'can-do' attitude;
- Strong oral and writing skills to be able to communicate effectively internally and externally;
- Ability to assume responsibilities;
- Ability to structure workflow within a team;
- Ability to take own initiatives;
- Ability to motivate team members;

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**Terms & conditions:**

- Location: Brussels, Belgium;
- Applicants must possess an EU citizenship or to be able to work legally in the EU
- Obelis is proud to be committed to workplace diversity

**How to Apply:**

Please send a CV with a short email outlining your suitability for this officer position in English to the following e-mail address: [career@obelis.net](mailto:career@obelis.net)