

JOB OFFER

The APEEE of Brussels IV is looking for an Accountant

[The APEEE of Brussels IV](#) is an aisbl (a not-for-profit international association) operating within the European School of Brussels IV-Laeken. The APEEE IV manages several services: the school transport, the extracurricular activities, the canteen as well as cafeterias.

We are currently looking for an accountant, responsible for the accounting, financial and budgetary management as well as the administrative management of the staff for all APEEE's activities (transport, canteen, extracurricular activities, general affairs).

Job description:

- General and cost accounting
- Accounts payable and accounts receivable
- Payment preparation
- Bank accounts
- Preparation and complete management of the payroll in collaboration with the social secretariat
- Treasury
- Fixed assets
- Monthly reporting preparation
- Closing of annual accounts
- Relationships with auditors

Profile and skills required:

- Control of accounting standards
- Good knowledge of computer tools (Winbooks, Excel, Word, PowerPoint, etc.)
- Good knowledge of tax, legal and social regulations
- Autonomy, rigour, honesty, confidentiality, and discretion
- Analytical and synthetic skills
- Curiosity, proactivity, anticipation, and reaction skills
- Good communication skills in a multicultural environment
- Good stress management
- Good ability to adapt to change

The candidate will hold at least a bachelor's degree in accounting.

The candidate shall have an in-depth knowledge of French and English.

A good knowledge of a non-profit organisation or aisbl would be an advantage.

The position reports to the director of the association and is based in Laeken (Brussels).

Permanent contract, full time.

Please send your motivation letter and your resume to the APEEE Brussels IV secretariat, Drève Sainte-Anne 86, 1020 Bruxelles or per email secretariat@bru4.eu. Deadline for application is Tuesday 30 November 2021.