

EUA is looking to recruit a

## **Finance and accounting professional**

for a period of six months (maternity replacement) starting in April 2019.  
This position is open to both salaried or freelance candidates.

### **Job Description**

The suitable candidate will work closely with the Finance & Administration Manager and handle day-to-day bookkeeping. He/she will be responsible for:

1. reviewing and accurately matching/processing invoices and maintaining supplier/customer ledgers;
2. preparing payments;
3. ensuring regulatory filing deadlines (VAT) are met;
4. performing weekly bank reconciliations;
5. responding to financial queries on an *ad hoc* basis.

### **Your profile**

- The suitable candidate will hold a (Belgian) accounting degree and will have a few years of experience in the finance department of a company or in a fiduciary.
- Strong communication skills and fluency in English are necessary.
- Good interpersonal skills are desired for liaising with other units.
- Excellent IT skills and a preliminary experience in Winbook are a plus.

### **What we offer**

The Association offers a fixed term contract of six months and an attractive remuneration package, including the full reimbursement of your public transport costs and lunch vouchers.

Our dynamic and committed staff members come from across Europe and beyond and we highly value our diversity. Our office is conveniently located in the European Quarter near the Merode metro station.

### **How to apply**

If you feel that you have the skills and competences for the job and could fit into our team, please email your CV and a motivation letter, quoting your salary expectations, to [HR@eua.eu](mailto:HR@eua.eu).

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

**Deadline: 28 February 2019**

EUA regrets that it is unable to acknowledge all applications received.  
Please note that only suitable candidates will be invited for an interview.