

Vacancy

Accounting officer (f/m)

Part-time (20h/week)

The Heinrich-Böll-Stiftung European Union in Brussels is searching for an accounting officer to start as soon as possible.

Tasks

- Responsible for the proper accounting in coordination with the financial department
- Responsible for the compliance of legal regulations and internal rules
- Follow-up and completion of the annual financial report
- Timely booking of all payment transactions
- Inventory update
- Financial support where needed

Qualifications

- BA in accounting or equivalent qualification with a specialization in accounting
- Experience of at least 3 years as accounting officer in the context of international cooperation
- Excellent knowledge of accounting
- Good German and English language skills
- Good knowledge of accounting systems, especially Navision and Excel

Personal Requirements

- Service oriented
- Able to work in a team
- Able to coordinate
- Sense for policy and open to dialogues

What we offer

- Permanent part-time contract (20h/week)
- Attractive salary according to Belgian law
- An international, young and dynamic environment

Please send your application i.e. a short motivation letter and resume (**max 4 pages**) by **20th February 2017** incl. via e-mail to: nora.weis@eu.boell.org