

The European Trade Union Institute (ETUI) is seeking to recruit full-time

Accounting Assistant for Finance and Administration

Location: Brussels

Deadline: 06/10/2024

The European Trade Union Institute (ETUI) is a leading applied research and training institute for the European labour movement. We use our expertise in research, training and workplace health and safety to advance workers' interests and to support, reinforce and stimulate the European Trade Union action and identity.

The ETUI is looking for an experienced Accounting Assistant (M/F/D) for the Finance and Administration department.

Responsibilities:

Under the supervision of the Finance and Administration Manager, you will be responsible for the coordination of tasks, including:

- **Administrative support (50%)**
 - Provide general administrative support to the department
 - Manage office supplies and equipment
 - Contribute to the production of preparatory documents for the annual budget and official reports (e.g. statistics and reports).
 - Other administrative tasks on demand

- **Financial support (50%)**
 - Encode invoices, expense claims of participants of the ETUI activities and staff members.
 - Match purchase orders with invoices.
 - Classify invoices and ensuring the order and accuracy of the filing system.
 - Pay invoices and deposits and track bank account balances.
 - Encode and classify bank statements.
 - Reconcile bank statements and bank deposits.
 - Ensures the correspondence of bank balances and financial journals.
 - Encode cash receipts.
 - Maintain accounts payable and receivable by verifying, allocating and reconciling entries in the accounting software.

Qualifications and skills:

Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

The logo for the European Trade Union Institute (ETUI) consists of the lowercase letters 'etui.' in a bold, black, sans-serif font. The letters are closely spaced, and the period at the end is a standard size. The logo is positioned in the bottom right corner of the document.

- At least 3 years' secretarial and administrative experience or related tasks, experience in a non-profit organization would be an asset.
- Basic accounting knowledge
- Technology literacy with strong computer skills including familiarity with MS Office including Excel and Outlook.
- Experience with data entry and record keeping.
- Proven sense of professional responsibility, organization, and attention to detail.
- Good knowledge of English and French (working languages); knowledge of other European languages would be an advantage.
- Excellent interpersonal skills.
- Ability to work in a multicultural and multilingual environment.

Conditions of employment:

The ETUI offers permanent full-time employment in a challenging and dynamic working environment, combining excellent academic standards with close contact with European policymakers. We offer good working conditions with a competitive salary and an attractive package of fringe benefits.

Only short-listed candidates will be invited for interviews. Short-listed candidates will be provided with information on the relevant pay range and the method by which the pay for the job is established.

Furthermore, the ETUI is committed to achieving workforce diversity in terms of gender, nationality and culture and applies a policy of equal opportunities. Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation. All applications will be treated with the strictest confidence.

Applications and supporting documents (CV, motivation letter, evidence of qualifications, letter of recommendation etc.) should be sent not later than **06 October 2024** by email to: vacancy@etui.org

Attention to: Mrs Olga Barth
Finance and Administration Manager
Bd du Jardin Botanique, 20
1000 Bruxelles

<http://www.etui.org>

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