

## JOB OFFER

### The APEEE of Laeken 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 Laeken. The APEEE IV manages several services: the school transport, the extracurricular activities, the canteen as well as the cafeteria.

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).

The responsibilities of the accountant will include:

- Invoices,
- Preparation of payments and billing,
- Customer and supplier follow-up and fund investment / contacts with the bank
- Daily/monthly/quarterly/annual accounting bookkeeping and annual accounts preparation (balance sheet, income statement),
- Audit reports,
- Wage preparation and control,
- Collaboration with the social secretariat for the preparation of all documents and social declarations
- Insurances follow-up

The candidate will hold a diploma of university level or a vocational diploma in accounting.

The candidate would ideally be versatile: the accountant will be responsible for keeping the accounts in general accounting and will also ensure the cost accounting. He will demonstrate skills in closing operations and in the preparation of profit and loss accounts. He will have good knowledge of the general regulation, the legislative procedures, and the internal and practical rules. He will also demonstrate administrative knowledge (human resources aspects and/or management and/or finances and/or computing and/or legal, etc.).

A good knowledge of a school environment would be an advantage.

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

He will feel comfortable working in a multicultural environment while cultivating confidentiality and discretion. The candidate will be rigorous, honest, methodical, organized, curious and proactive and will also respect the precautionary principle. He will also demonstrate a good ability to anticipate and reactive capacities.

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

Permanent contract, full time.

**Please send your motivation letter and your resume to Mr Eric Piettre, APEEE Bruxelles 4, drève Sainte-Anne, 86, 1020 Bruxelles or per email [eric.piettre@bru4.eu](mailto:eric.piettre@bru4.eu). Deadline for application is Friday 25<sup>th</sup> May 2018.**