



ACCOUNTING TECHNICIAN

Location of work : Brussels

Job status : Full time position

Work schedule : 38 hours/week, Monday to Friday

Expected start date : As soon as possible

Baastel offers flexible working hours and has a telecommuting policy.

WELCOME TO BAASTEL!

A team on the move towards an inclusive sustainable development world.

Le Groupe-conseil baastel (Baastel), a firm dedicated to Monitoring and Evaluation (M&E), Results-based Management (RBM) and Strategic Planning consulting, has a mission to provide the knowledge, tools, and skills necessary for decision-makers, managers and local stakeholders to make enlightened decisions for the efficient and effective management of their development and research programs. By helping to strengthen the impact of policy, programming, and development projects around the world, Baastel has acquired a reputation as a leader in the fields of M&E and RBM. Baastel focuses on three main branches of sustainable development: social development, economic development, and environmental management.

ROLE OF THE ACCOUNTING TECHNICIAN

Under the supervision of the Director of Finance, the Accounting Technician provides day-to-day administrative, accounting, and operational support to the department. His/her responsibilities include the following:

- Verification, compilation, and data entry
- Management of payroll, advances, and payments
- Bank reconciliations
- Time sheet management and bookkeeping
- Contract and budget tracking
- Management of receivable/payable accounts, billing and inventory
- Management of month ends
- Preparation of income tax returns, tax reports and payroll deductions
- Other office administrative tasks

QUALIFICATIONS

- **Bachelor's degree in accounting**
- **5 years of experience in accounting**, including different currencies and project and unit accounting
- Knowledge of the Belgian payroll system
- Knowledge of the VAT system

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ESSENTIAL SKILLS

- Advanced skills in accounting software (SAGE 50) or equivalent
- Proficiency in Office software (Excel, Word)
- Excellent analytical skills, attention to detail and a high level of accuracy
- Excellent organizational skills and autonomy
- Excellent financial and operational knowledge and familiarity with regulations, policies and procedures affecting the business
- Excellent interpersonal skills resulting in harmonious relationships with peers, team, and clients
- Legally authorized to work in Belgium

BE PART OF THE TEAM!

To apply, please send your resume and a half-page cover letter detailing specifically how you meet all the selection criteria to recrutement@baastel.com, **before July 31st, 2023.**

Please ensure that you indicate the position you are applying for in the subject line.

We thank all applicants for their interest, but only those selected for an interview will be contacted.