

## VACANCY NOTICE

### ACCOUNTING AND ADMINISTRATIVE ASSISTANCE

#### THE COUNCIL OF EUROPEAN COMMUNITIES AND REGIONS (CEMR)

#### ABOUT CEMR

[CEMR](#) is the largest and oldest organization of local and regional governments working to build a more inclusive, fairer and more resilient Europe by unleashing the power of local democracy. We strive to become the leading network of territorial leaders with a vision to ensure that local and regional governments are best equipped to lead their communities' transitions to Europe 2050 and address global challenges.

This requires strengthening cooperation between cities and rethinking how local and regional governments engage in international partnerships.

If you share our ambition and want to be part of our adventure, this job opportunity may be for you!

#### WHY WORK FOR CEMR?

- CEMR aims to foster a closer relationship between local and regional governments (LRGs) and the European Union (EU) and other international institutions, working as a reliable partner to co-shape European legislation and localize objectives sustainable development (SDG).
- We strive to strengthen LRGs because we firmly believe that supporting local leadership and investing in local autonomy is crucial to producing the changes we want to see in our environment and societies.
- We are working to strengthen city-to-city and region-to-region cooperation to increase opportunities for knowledge sharing and capacity building.
- Our Brussels-based office is a dynamic and diverse hub, where enthusiasm and passion guide our collaborative efforts. By fostering diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

#### ABOUT THE ROLE:

You will join a team of 4 people and report directly to the Head of Finance and Administration. Within the framework defined by the Management of the Association, you will provide support and practical assistance in the accounting and administrative field in order to contribute to the optimal functioning of the service.

## TASKS AND RESPONSIBILITIES:

### Accounting assistant (80%)

- Accountancy processing of the various financial documents
- Preparation of sales invoices;
- Accountancy processing of salaries
- Preparation of payments;
- Updating data in monitoring tables;
- Consolidation of data for the production of financial reports (internal and external audits);
- Assistance in preparing the quarterly and annual closure of accounts;
- Native level knowledge of French and good command of English; any other language will be considered an asset;

### Administrative Tasks (20%)

- Participate in the continuous improvement of administrative processes to gain efficiency and precision.
- Maintaining an archiving system for accounting documents;
- Collaborate with the team in various daily administrative tasks;

## PROFILE :

### Technical skills:

- Diploma in accounting, or equivalent experience (minimum 2 years), ideally in the not- for-profit sector;
- Good knowledge of accounting software (Winbooks) and accounting principles;
- Computer skills: Excel, Word, Outlook, etc.;
- • Native level knowledge of French and good command of English Knowledge of any other language is an asset.

### Generic skills:

- Ability to work independently while having a team spirit;
- Sense of responsibility, discretion and confidentiality;
- Ability to adapt to changes and practical approach in finding solutions;

We are looking for talent that exemplifies a fusion of attitudes, skills and behaviours anchored in our core capabilities. It involves the ability **to lead**, demonstrating efforts by going the extra mile, **influence** by building relationships with stakeholders amidst diverse perspectives, make an **impact** through results orientation, and **inspire** by eliciting positive responses, by promoting constructive reactions.

## OUR OFFER

Open-ended, full-time contract.

A competitive salary package including the 13th month's salary, legal and extra-legal leave, a teleworking policy and teleworking allowance, vacation pay (according to the Belgian legal framework), meal vouchers, eco-cheque vouchers, medical insurance and public transportation coverage.

## **APPLICATION PROCESS**

Interested candidates are invited to send their application, including a CV, a cover letter, before the **May 17, 2024** at midnight at [application@ccre-cemr.org](mailto:application@ccre-cemr.org), with "**Application – Accounting and Administrative Assistant**" in the subject.

Each application receives our full attention, because we believe it is important to give each candidate the consideration they deserve in our search for talents. We are an equal opportunity employer and an inclusive workplace where every individual is valued and can thrive!

Due to the large number of applications, we usually receive, unfortunately only shortlisted candidates will be contacted.