



**JESUIT EUROPEAN SOCIAL CENTRE**

Vision and values for Europe

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## Intern vacancy / Accounts and Office Management

### Le JESC

*Le JESC est une ONG européenne avec la mission de chercher un engagement critique et constructif avec les politiques européennes. Notre mission est de rester proche de la réalité des personnes pauvres et marginalisées, de présenter des analyses compétentes et de stimuler un plaidoyer pour des politiques justes. Le JESC est une œuvre jésuite, portée par la Conférence des Provinciaux Européens. Le JESC exprime l'engagement de la Compagnie de Jésus pour une Europe basée sur des droits humains, la liberté et la solidarité.*

JESC is currently in the process of preparing a new project called European Leadership Programme (ELP). The ELP will offer young professionals a scheme covering work experience, leadership training, Catholic social teaching and engagement, spiritual accompaniment and living together. We are looking for an intern to join our team for an initial period of 7 months in order to be able to join the ELP later in 2019.

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### FUNCTION DESCRIPTION

We are looking for an intern to perform a comprehensive range of accounting and financial tasks in order to ensure the accurate management of our organization's accounts in compliance with applicable rules and procedures in Belgium. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

### TASKS

#### Accounting responsibilities

- Assemble, catalogue, digitize and archive accounting documents from past years
- Follow payments and ensure timely and accurate practices including cash management
- Post and process journal entries in accountancy program to ensure all transactions are recorded
- Update accounts receivable and issue invoices
- Check bank statements for general expenses
- Assist in the preparation of monthly/yearly closings
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and organization accounting and financial guidelines
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Oversee financial operations of the organization
- Documents scanning, classification & follow-up

- Assist auditor in annual audits
- Liaise with banks and external organisations regarding funds received

#### **Office Management responsibilities**

- Organize office operations and procedures
- Schedule meetings and appointments
- Serve as the point person for office manager duties including: Maintenance, mailing, supplies, equipment, bills, errands, shopping
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and lease
- Manage office budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations and conferences

The successful candidate will be part of a small, international, self-managed and highly motivated team, currently defining all aspects of the emerging European Leadership Programme. The successful candidate is expected to actively take part in this start-up-like process in order to develop his/her leadership skills based on own initial professional background of an accountant.

#### **PROFILE**

- Bachelor's degree or a Master's degree in accounting
- Knowledge of double-entry accounting as well as basics in Belgian social legislation
- Excellent knowledge of French (native, if possible) and English
- Willingness to take care of and help in creating a work-efficient and motivated environment and to train end users to intermediate and advanced level
- The candidate should be of minimum 23 years old and of maximum 28 years old

#### **EMPLOYMENT**

##### o **General**

- Office hours to be determined by JESC's *règlement de travail*
- Mentorship to be provided by a partner accounting & audit institution
- Location: European Quarter Brussels
- Expectations: Do not apply if you expect this position to be a Brussels-bubble all-is-provided internship. Do apply if you are willing to endure, and benefit from, the occasional challenges of an NGO-type start-up using simple tools and modest material conditions.

##### o **Contract (38hrs/week):**

- Duration: until 31 December 2018 (with a possibility of one extension)
- Reimbursement of apx. €1.400/month (net)

##### o **Expected start date:** 18<sup>th</sup> of June 2018.

##### o **Application**

- Should include:
  - o Curriculum Vitae;
  - o Letter of Intent in English explaining your competency for this position;

- Essay in French (of about 500 words) outlining two of your main achievements? Please describe what they were, the process you went through and their positive outcomes for you and other people;
- List of two references (one personal and one work-related);
- A short (2-3 minute) video self-presentation in English or French: Explain how you will go beyond your particular role as an intern in accounting and office management in order to build up the JESC team as a whole;
- Should be submitted to [this form by 4th of June](#) 2018 at 10am (a google account may be needed to submit the form)
- Only candidates with a right to work in **EEA** countries will be considered
- Only candidates selected for interviews will be contacted