



JESUIT EUROPEAN SOCIAL CENTRE

Vision and values for Europe

JESC expresses the commitment of the Society of Jesus to a Europe where human rights, freedom and solidarity are the foundation of integration. JESC is currently looking for an Accounting and Administrative Officer to be part of a small, motivated and faith-based startup in the European District of Brussels.

PART TIME JOB OPPORTUNITY ACCOUNTING & ADMINISTRATIVE OFFICER

ROLE DESCRIPTION

The successful candidate will manage the financial bookkeeping (processing invoices, recording payments, tracking expenses) and run day-to-day administrative tasks.

CANDIDATE'S PROFILE

- Bachelor's or Master's Degree in Accounting
- Knowledge of double-entry accounting as well as basics in social legislation
- Experience with accounting systems (we work with Sage 100)
- Excellent knowledge of French or English
- A person who is organized, analytical, leader, active, positive and flexible

EMPLOYMENT

- Contract: Part time 20hrs/week
- Duration: Until 28th of February 2019 (with possibility of extension)
- Expected start date: Immediately
- Only candidates with a right to work in EEA countries will be considered
- Only candidates selected for exams and interviews will be contacted

APPLICATION

Please send an email with the subject Accounting and Admin Officer to apply@jesc.eu attaching:

- Letter of Intent, explaining your competency for this position, in JESC (about 500 words)
- Curriculum Vitae