



08/2019

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our rapidly evolving and dynamic organisation in Brussels is looking for an

Accounting & Payroll Officer (80%)

If you are interested in this exciting opportunity, please send your motivation letter in English [here](#), indicating your interest and why you believe you are the right fit for the position. Your most recent CV would also be very much appreciated.

Reports to: Accounting Manager with a dotted-line to HR in Geneva

Direct Reports: None

Travel: None

Location: IRU Brussels

As a member of the finance & accounting team, this position will directly support the Brussels' team & ASBL Projects for accounting and reconciling of all payroll-related activity.

RESPONSIBILITIES

General Accounting

- Follow up on the receipt, approval, recording and settlement of incoming invoices
- Process expense reports, cash receipts and assure timely reconciliation of staff accounts
- Prepare GL entries for month-end closures (provisions, depreciations) and accounts reconciliations
- Follow up on cost recovery and inter-entities re-invoicing/ transfer of funds
- Draft, update, follow-up and reconcile budgets
- Ensure accuracy and timely fulfilment of all fiscal obligations (VAT, VAT listing, 281.50 reports, Patrimonial declaration, Corporate Income Tax, UBO register, publication of the accounts)
- Update systematically the PoA, bank signatories, card holders
- Ensure accurate on boarding and exit of staff (Dimona, holidays entitlement, fringe benefits subscription, exit pay) and collection of relevant documents
- Support in the induction and dismissal procedures
- Provide assistance and information on various social matters (work regulations, pension system, maternity, insurances, CIP)
- Ensure grants financial management (encoding, follow-up on accuracy of PM sheets, timesheets, reconciliation of the accounts, re-invoicing, re-allocations, income recognition) and EC reporting (preparation, accuracy, validation, acceptance, financial impact, transfers from the coordinator)
- Assist other departments as required
- Processing and reconciliation of vendor invoices related to benefit and payroll accounts timely and monitoring vendor accounts

Payroll

- Ensure punctual and accurate monthly payroll (encode worksheets, validate calculation)
- Assist with payroll processing data entry for payroll provider.



QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting and a minimum of 2 years' experience
- Minimum 2 years direct accounting experience with Belgian payroll is required; 3-5 years' experience in a corporate environment preferred

COMPETENCIES, SKILLS & BEHAVIOURS

- Highly skilled in dealing with financial and numeric data with strong analytical skills
- Team oriented, ability to work under pressure and meet deadlines
- Possess the ability to self-manage and adapt to changes, delays, or unexpected shifts in priorities while maintaining focus and productivity in a fast-paced environment
- Excellent communication skills with a comfort interacting with all levels of the organization
- Great flexibility and organisation skills
- Ability to meet strict deadlines
- Knowledge of the CP 337.000
- HRIS and ERP experience required
- Fluent in English and French
- Proficient in Microsoft Office, Excel skills must be advanced

External contacts:

Payroll provider Securex, Belgian tax authorities, external accounts