

General Information

Job Title	Assistant Accountant	Function	Finance
Brand	deSter	Country	Belgium
Unit / Location	Hoogstraten	Date Created	20/05/2021
Created By	Linda Jespers	Approved By	

Job Summary:

Preparing, conducting and following up correct general and cost accounting. Making reconciliations, analyses of figures and reports of deviations in his/her sub-area.

Main Duties and Responsibilities:

- Conducting accounting transactions on a daily basis (see below)
- Timely and accurate month end closings
- Actively contribute to the standardization/efficiency/optimization of procedures/processes
- Prepare reconciliations of assigned accounts
- Timely follow up of 'aged items' on certain accounts and propose action plan to the direct line manager (e.g. unapproved invoices)
- Periodic distribution of incoming postal mail - handle incoming emails in the finance mail inbox'
- Responsible for incoming phones for Finance department

Conducting accounting transactions:

- Accounts Payable:
 - o Register and book stock and transport invoices, signal large and unusual invoices to Supervisor
 - o Sending blocked invoices for approval and further follow-up of these in accordance with authorization matrix
- VAT compliant invoices review + process + follow up in order to comply with VAT legislation
- Various journal entries: preparing, booking, and following up various journal entries
- Accounting processing of customs documents
- Preparing and sending out proofs of payment
- Register bank statements
- Keep suppliers bank details updated in our systems
- Monthly closing of the accounts and associated tasks (e.g. chargeback)
- Follow up of open supplier lists including the implementation of actions in case of blocked invoices
- Preparation of manual sales invoices, e.g. waste sale...
- Intrastat declaration and NIS declaration

Qualifications

Education:

- Bachelor's degree in accounting or equivalent through experience

Work Experience:

- Requires accounting experience

Technical Skills: (Certification, Licenses and Registration)

- Good knowledge of finance business processes
- Standard PC knowledge: word, excel, outlook

Language / Communication Skills:

- English, spoken and written: advanced knowledge
- Dutch, spoken and written: advanced knowledge

Job Dimensions

Geographic Responsibility: Hoogstraten, Belgium

Type of Employment: Full-time

Travel %: 0

Exemption Classification: (United States only – Exempt, Non-exempt)

Internal Relationships: colleagues of different departments

Work Environment / Requirements of the Job:

Budget / Revenue Responsibility:

External Relationships:

Organization Structure

Direct Line Manager (Title): Supervisor Finance

Dotted Line Manager (Title, if applicable):

Number of Direct Reports: 0

Number of Dotted Line Reports:

Estimated Total Size of Team:

gategroup Competencies Required to be Successful in the Job:

- **Thinking** – Information Search and analysis & problem resolution skills
- **Engaging** – Understanding others, Team Leadership and Developing People
- **Inspiring** – Influencing and building relationships, Motivating and Inspiring, Communicating effectively
- **Achieving** – Delivering business results under pressure, Championing Performance Improvement and Customer Focus

Demonstrated Values to be Successful in the Position

Employees at gategroup are expected to live our Values of Excellence, Integrity, Passion and Accountability. To demonstrate these Values, we expect to observe the following from everyone:

- We treat each other with respect and we act with **integrity**
- We communicate and keep each other informed
- We put our heads together to problem solve and deliver **excellence** as a team
- We have **passion** for our work and we pay attention to the little details
- We foster an environment of **accountability**, take responsibility for our actions and learn from our mistakes
- We do what we say we will do, when we say we are going to do it
- We care about our coworkers, always taking an opportunity to make someone's day better

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. gategroup reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Candidates may be required to go through pre-employment drug screen, criminal check and/or airport fingerprinting.

gategroup – an equal opportunity employer. We are committed to workforce diversity and actively encourage all qualified persons to seek employment with us, including, but not limited to, racial and ethnic minorities, women, veterans and persons with disabilities.
