

The Mundo-centers are hiring an **Accountant**

The company

The Mundo centers are office- and meeting centers that have been ecologically renovated and that are managed sustainably. The offices are designed to the needs of NGO's, associations and social enterprises. The dynamic workspaces encourage synergy and collaboration between organisations.

Ethical Property Europe manages three Mundo-centers: two in Brussels and one in Namur, for a total of 10.000m² and 150 tenants-organisations. A fourth center in Antwerp is under construction and will open in September 2018.

The team consists of 17 employees. The group consists of 5 separate companies: the holding company and its operational branches.

The position

We are looking for an accountant to manage finances, bookkeeping and HR-related assignments.

Assignments and responsibilities

1- Accountancy and finance

- You manage the general accountancy and analytical accountancy, documents (purchases/sales/finances), salaries and different operations regarding periodical closures
- Billing: you prepare and send out the bills (rent, services) and follow up on payments (overdue balance, reminders)
- Legal obligations concerning bookkeeping: preparing the end of the financial year, annual accounts, declarations (VAT, fiscal declaration, client lists)
- Quarterly closures: you prepare the « management accounts » in collaboration with our Operations manager and our Managing director, based on the analytical accountancy and an existing model.
- Budgets: you calculate budget plans in collaboration with our Operations manager and Managing director and you continuously follow up on the budget. You prepare analytical tables to guide decision making.
- Audits and consolidation: you prepare the required documents for audits and the annual consolidation
- Payments: you prepare payments and reimbursements to suppliers, the salaries...

2- Human Resources

- You prepare the payroll process service and control the pay checks.
- You prepare contracts and hand out official documents to the employees.

Supporting colleagues

The company is expanding and plans to hire a junior accountant to process a part of the workload. You will supervise this junior accountant.

BDO International offers support for more complex assignments like yearly closures, consolidation...

Your profile

- **You have a degree in accountancy**
- **You have at least three years of recent experience in an accountancy position**
- **You have a B1 or B2 knowledge of English, French and Dutch (both spoken and written)**
- You have experience with accountancy and billing programs (preferably WinBooks)
- You are familiar with the Belgian online administrative programs to enter the different types of tax-, accounting and administrative declarations (VAT, property tax, company taxes, yearly accountancy closures in BNB-format...)
- You know how to develop the organisation's budget and analytical accountancy
- You are a confidential and very precise person
- You know how to use the Microsoft Office-suite: Word, Outlook, Excel
- Knowledge of tax matters and consolidation is an asset
- An interest in the sociocultural area and NGO's is an asset
- Experience in Human Resources is an asset

Our offer

- A diverse position in a dynamic company that is growing. An enriching and passionate work environment.
- Full time employment for an indefinite period, after a three-month contract
- Starting June 15 or July 1st, 2018
- Attractive salary based on the CP 329.02 scale – level 4.2 with fringe benefits (meal vouchers, hospitalization insurance...)
- Location: Brussel, once in while in Antwerp or Namur

Apply before May 15

Send your motivational letter and resume before May 15, 2018 to Elise Stouffs: elise@ethicalproperty.eu