



Job description

Position	Reports to	Delegates
Accounting Assistant	Accounting and Payroll Manager	Not applicable

Function profile

The accounting assistant assists in the bookkeeping of Nother. The bookkeeping function comprises the carrying out of all administrative accounting tasks in order to maintain the accounting records in compliance with the applicable accounting regulation and the reporting/valuation rules and internal control procedures set by Management and by the Board of Directors.

Main tasks and responsibilities

- Timely record incoming invoices within the correct analytical accounting dimensions
- Timely issue outgoing invoices
- Properly record capital expenditures and apply the depreciation rules on the different category of assets
- Record bank statements and Mastercard expenses
- Record wages statements
- Prepare payment proposals
- Prepare periodic VAT & IC applications
- Support the monthly and yearly closing
- Support the yearly corporate tax declaration
- Prepare corporate income tax calculation
- Provide info for tax inspections
- Prepare information for audit purposes
- Prepare withholding tax declarations
- Review the incoming invoices with a critical view
- Dealing with ad-hoc requests from Accounting and Payroll Manager

Competences

- The assistant accountant shall have as a minimum a degree as accountant and working experience in accountancy work
- Diligent attitude
- Highly accurate
- Strong interpersonal skills
- Experience at working both in a team-oriented, collaborative environment is essential
- Resilient to stress in front of the reporting deadlines
- Willingness to maintain continuous professional development

Languages

- Native Language Dutch
- Fluent in English
- Understanding of French is appreciated



Interested?

Please send your detailed CV, together with a motivation letter, by e-mail to hr@norther.be mentioning "**Vacancy Accounting Assistant**" as subject thereof.