|  |  |  |
| --- | --- | --- |
| Sceau-Fr-NL-pantone-txt-web |  |  |
| Embassy of the Kingdom of Belgium  in Prague | Valdštejnská 6  118 01 Praha 1  Tel. : +420 257 533 283 E-Mail : [prague@diplobel.fed.be](mailto:prague@diplobel.fed.be)  [**http://czechrepublic.diplomatie.belgium.be**](http://czechrepublic.diplomatie.belgium.be) |

**VACANCY**

**ASSISTANT FOR ACCOUNTING AND ADMINISTRATIVE AFFAIRS (m/f/d)**

**Responsibilities:**

* to manage the accounting of the Embassy, the Residency and professional expenses by personnel;
* to provide accounting and financial services to the Mission, such as monitoring of the accounts, financial coding, processing of invoices and payments, complete the recordings of public funds,… ;
* to supervise and organise works to be done at the premises;
* to manage stocks of goods used by the Mission;
* to interact with the Czech authorities (Tax Office, relevant ministries, Customs, etc.);
* to provide human resources support such as preparing employment and salary certificates, salary slips, keeping staff files;
* to provide administrative support by corresponding with key contacts and research documents and administrative/legal information on request;
* to participate in the organizational tasks that the Embassy has to assume;
* to ensure a back-up function or perform certain tasks for colleagues during their periods of absence.

**Requirements:**

* native Czech, good command (C1-level) of preferably Dutch and/or French, and/or English (both spoken and written);
* experience in administrative work for at least 2 years, experience in accounting is a plus;
* solid knowledge of the Microsoft Office tools;
* attention to detail, sense of accuracy, capacity to manage various procedures and documents;
* excellent organizational and time management skills;
* ability to work independently as well as to be a good team player;
* strong sense of loyalty, absolute discretion and reliable;
* eagerness to learn and flexibility.

This position is offered as **full-time in replacement during maternity leave**, expected starting date 01.03.2024

**Candidates may send their résumé and a cover letter until 25.02.2024**

**via e-mail to:** [**prague@diplobel.fed.be**](mailto:prague@diplobel.fed.be)