

## Job description Accounting Officer

<b>Organisation</b>	Challenge Airlines BE
<b>Reports to</b>	Financial Director
<b>Location</b>	Liège - Belgium
<b>Position Code</b>	CHG10
<b>Job Purpose</b>	As an experienced accountant, you will manage the accounting tasks (from invoicing to bookkeeping), as well as certain financial tasks for the Challenge Technic branch, under the supervision of the Financial Director of Challenge Airlines BE. You will assist the Financial Director and the COO in their day-to-day tasks.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Invoice processing, encoding and follow-up,</li> <li>• Prepare draft regular reports and organize company files,</li> <li>• Prepare deposits and process payments,</li> <li>• Maintain and update company system with financial data,</li> <li>• Assist with budget planning,</li> <li>• Create financial reports, prepare tax and VAT forms,</li> <li>• Enter and code financial transactions appropriately,</li> <li>• Prepare regular reports on office expenditure and budgets.</li> </ul>
<b>Job Requirements</b>	
<b>Education</b>	Bachelor's degree in accounting
<b>Experience, Skills, and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• 2-5 years of relevant experience in a similar position</li> <li>• Skills and knowledge in accounting, economics, finance, legislation and administrative procedures</li> <li>• Excellent written and oral communication skills in French and English</li> <li>• Proficiency in computer software, such as Microsoft Office (MS Excel and Word in particular)</li> <li>• Attention to details and organizational skills</li> <li>• Autonomous and able to manage accounting tasks</li> </ul>