

Accountant

Open-ended contract to start asap,
reporting to the Finance Manager

EWEA is the voice of the wind industry, actively promoting wind power in Europe and worldwide. It has over 700 members from almost 60 countries, including wind turbine manufacturers with a leading share of the world wind power market, plus component suppliers, research institutes, national wind and renewables associations, developers, contractors, electricity providers, finance and insurance companies, and consultants. This combined strength makes EWEA the world's largest and most powerful wind energy network.

Scope

The Accountant ensures that the processing of financial data is recorded accurately and on time in line with financial policies and within specified periods.

Duties

- Administer accounting documents on a daily basis:
 - Code and distribute suppliers' invoices and credit notes for approval;
 - Process sales invoices when necessary;
 - Process authorized suppliers' invoices and credit notes to ensure that correct settlement may be guaranteed;
 - Effect payment in accordance with internal policies to ensure cash flow optimization;
 - Process banking transactions, ensuring that receipts and payments are correctly allocated to their respective accounts;
 - Prepare and process authorized journal entries;
 - File documents that have been duly processed.
- Ensure period end closing processes are timely managed (project to move to monthly closing periods in process):
 - Formulate accrual schedule;
 - Repetitive journal entries are processed, including depreciation, salaries and accruals;
 - Reconcile balance sheet items;
 - Prepare financial reports for external purposes;
 - Assist in the preparation of financial reports for external auditors.
- Keep abreast of VAT legislation to apply to daily activities.
- Prepare and submit VAT returns on time (Belgian and other EU states).
- Ensure understanding of accounting application and all its functionalities.
- Collaborate with the credit controller and the Junior Accountant regularly
- Assist in the management of the chart of accounts to ensure statutory and management accounting reports are produced.
- Ad-hoc assignments of a finance nature.

Required key qualifications

- Bachelor or Master degree in Accounting or relevant accounting certificate with minimum 3 years experience, preferably in an association or small to medium size organisation
- Good command of written and spoken English; fluent written and verbal French and/or Dutch is mandatory;
- Accurate and detailed



THE EUROPEAN WIND ENERGY ASSOCIATION

- Responsible and ability to maintain confidentiality
- Customer orientated – service attitude
- Proactive
- Time management and prioritisation skills
- Ability to meet deadlines

To apply, please send your **CV and a cover letter in English mentioning your salary expectations** to jobs@ewea.org with reference “Accountant” by 10 November 2012.

Since the official working language is English, all interviews are conducted in English

Note: only short-listed candidates will be contacted.