



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## **Contract/Management Accountant**

AEIDL seeks a reliable Contract/Management Accountant to assist and report to the Management Team.

### **Who we are:**

AEIDL, the European Association for Information on Local Development, was founded by like-minded individuals who believed that European integration could make a positive contribution to citizenship and to the sustainable development of local communities.

AEIDL's goal is to support the establishment of a Europe made by citizens for citizens, taking into account the unique social, economic, cultural and environmental aspects of each territory, in a process of sustainable development based on equal opportunities and partnership.

AEIDL is routinely involved in projects aimed at bringing Europe closer to its citizens, promoting interaction between citizens and civil society organisations and promoting intercultural dialogue.

### **What we are looking for:**

A reliable Contract/Management Accountant to assist and report to the Management Team by analyzing and presenting key financial data. You will oversee accounting procedures and prepare forecasts, budgets and risk analysis as well as monthly and year-end reporting.

You should also analyze contracts with an eye toward reducing costs while ensuring compliance with the terms of the contracts.

This is a full-time position based in our Brussels office.

### **What we offer:**

A challenging and motivating role with an attractive remuneration based on experience and the possibility to work within a dynamic and multicultural team in the heart of Brussels.



**Key tasks include:**

- Gathering and analyzing financial information for internal use
- Supporting budgeting
- Assuming responsibility of accounting procedures
- Evaluating the company's performance using key data
- Making forecasts to assist business planning and decision-making
- Conducting risk assessment and advise on ways to minimize risk
- Advising on problems and suggest improvements
- Assisting the company in managing its contracts portfolio
- Reviewing and update existing contracts
- Analyzing potential risks involved with specific contract terms
- Explaining terms and conditions to managers and interested parties
- Ensuring that employees understand and comply with company contracts
- Ensuring all deadlines and conditions described on contracts are met
- Maintaining organized system of physical and digital records

**Professional qualifications:**

- Degree in accountancy or business studies
- Proven experience as management accountant or similar role
- Solid knowledge of basic and advanced accounting and financial principles and practices
- Excellent knowledge of cost accounting and reporting
- Excellent knowledge or risk analysis, budgeting and forecasting
- Working knowledge of financial software and MS Office
- Analytical mind with aptitude in math
- Excellent communication, presentation skills and writing skills
- A problem-solver with attention to detail
- Organizational and leadership skills
- Knowledge of legal requirements involved with contracts and procurements
- Keen attention to detail, with an ability to spot errors
- Strong analytical skills



- Ability to work with varying seniority levels, including staff, managers and external partners
- Fluency in English and French or another European language

**To apply for this position:**

Please send your CV and a cover letter explaining your motivation and how you match the job description to: [hr@aeidl.eu](mailto:hr@aeidl.eu) with following ref. in the subject line:

**“HR-October2018 - CM Accountant”**. Incomplete applications will not be considered.

Closing date: **21 November 2018**.

Please note that only shortlisted candidates will be contacted after the closing date.