JOB DESCRIPTION

SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>General Accounting Administrator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Finance</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
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<td>Job Purpose:</td>
<td>Assists the WEA Central (C) General Accountant Supervisor with the daily and monthly financial activities (CWGC and CWGF)</td>
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<td>Job Band:</td>
<td>B (Band 2 - grade 6)</td>
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<td>Reports to:</td>
<td>General Accountant Supervisor</td>
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<tr>
<td>Direct Reports:</td>
<td>None</td>
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<td>Other Key Contacts:</td>
<td>Liaison with the WEA (C) Departments (procurement, managers)</td>
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<td></td>
<td>Head Office Finance Department</td>
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<td></td>
<td>All manual and non-manual WEA, Central (C), staff</td>
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<td></td>
<td>Banks and suppliers</td>
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<td>Financial Responsibilities:</td>
<td>As delegated</td>
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<tr>
<td>Location:</td>
<td>Office based – based in Ieper, Belgium</td>
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<tr>
<td>Working hours:</td>
<td>Normal office hours are 37 hours per week following Belgian law and labour agreements</td>
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<tr>
<td>Travel:</td>
<td>Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport required</td>
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<td>Right to work:</td>
<td>Must have the right to work in Belgium</td>
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COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries and territories to preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.
KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General
- Records and posts all transactions onto the accounting software (purchase ledger, banks, cash book, general ledger)
- Establishes the bank reconciliation on a regular basis
- Prepares and executes electronic payments
- Establishes the monthly calculation for accruals, prepayments and also reconciliation of automatic accruals
- Establishes reconciliation, on a monthly basis, for a specific range of balance sheet accounts
- Establishes the calculation on a monthly basis of the finance KPI’s
- Establishes the VAT declaration (France, Germany, NL) and provides data for Petrol tax declaration (Belgium, NL and Germany)

Job Functional Knowledge
- Performs all accounting tasks related to the job correctly and in a timely manner, this requires a good knowledge of the work routines and procedures and ability to apply them.
- Ensures accuracy and compliance of any financial transaction booked onto the financial software

Business Expertise
- Working closely with and providing support to teams in Beaurains and Ypres for daily activities (invoices, procurement, banks) and gaining insight into how their own tasks contribute to the others in the team.
- Knowledge of the roles and responsibilities of all team members is required to achieve the individual objectives, and proposals are made to achieve these individual objectives.

Leadership
- No supervisory responsibility

Problem Solving
- Evaluate situations, make decisions based on the analysis of factual information and choose the most appropriate alternatives from defined options.

Nature of Impact
- Provides support to the General Accountant Supervisor WEA (C) for the month end process. Profit and loss reports, variance analyses and any other requests regarding financial activity.
- Provides support to the General Accountant Supervisor WEA (C) in auditing or decision making by providing information and reports.

Area of Impact
- Contributes to the performance and efficiency of the team as a whole, where the quality delivered and the timely delivery has an impact on the team.
Interpersonal Skills
- Regular exchange of information

PERSON SPECIFICATION

Education and Knowledge
Essential
- Bachelor’s degree in Accountancy or equivalent qualification/experience
- Good command of Dutch and English language

Desirable
- Basic knowledge of either French or German language

Experience
Essential
- Good working knowledge of Financial software such as Great Plains or other equivalent system
- Good working knowledge of Microsoft Office Excel with ability to produce and maintain complex spread sheets

Skills and Abilities
- Strong financial and analytical skills
- Excellent administrative, organisational and time management skills
- A high degree of accuracy and attention to detail
- Reliable with meeting deadlines
- Flexible approach to changing work environment/situations and people
- Acts with integrity, confidentiality and in a diplomatic way
- Team-player and an excellent communicator
- Reliable, resilient and flexible even when under pressure
- Commitment to job related training and development
- An alignment and adherence to the Commission’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.