

<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	General Accounting Administrator
<b>Department:</b>	Finance
<b>Contract Type:</b>	Permanent
<b>Job Purpose:</b>	Assists the C&SEA General Accountant Supervisor with the daily and monthly financial activities (CWGC and CWGF)
<b>Job Band:</b>	B (Band 2 - grade 6)
<b>Reports to:</b>	General Accountant Supervisor
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	Liaison with the C&SEA Departments (procurement, managers) Head Office Finance Department All manual and non-manual C&SEA staff Banks and suppliers
<b>Financial Responsibilities:</b>	As delegated
<b>Location:</b>	Office based – based in Ieper, Belgium
<b>Working hours:</b>	19 hours
<b>Travel:</b>	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport required
<b>Right to work:</b>	Must have the right to work in Belgium

<b>COMMISSION BACKGROUND</b>
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We honour and care for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries and memorials at over 23,000 locations all over the world.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

**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 and provides data for Petrol tax declaration (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 Greece, Larnaca 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 C&SEA 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 C&SEA 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
- Good command of German language is a plus

**Desirable**

- Basic knowledge of French 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

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*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.*

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