

ADVERTISEMENT FOR THE SOUTH AFRICAN EMBASSY IN BRUSSELS: BELGIUM

Address: 17-19 Rue Montoyer, 1000 Brussels

JOB TITLE: ACCOUNTANT

JOB LEVEL: 6

JOB SUMMARY: Reporting to the Corporate Services Manager / Mission Administration, you will be:

- Responsible for preparation of financial reports and maintaining accounts records contributing towards the smooth operation of the accounts department and the Mission
- Language proficiency in English
- Participate in and draft annual budget requirements
- Posting of cashbook and ledgers for the Mission
- Preparation of monthly expenditure reporting, budget report and financial statements for the Mission
- Create and maintain entertainment, insurance, pension and budget report files for the accounts section
- Verify all Vouchers and payments
- Supervise the Assistant Accountant
- Assist LRP's upon request with information related to pension, social security, etc.
- Ad-hoc tasks may be assigned to you

PERSONAL AND BEHAVIOURAL ATTRIBUTES

- Prioritise Service delivery, Diplomacy, Networking, Communication, Negotiation, Problem-solving and Excellent Computer Skills
- Analytical Thinking, Actualisation, Sense of Urgency, Stress Management under pressure, Initiative and Adaptability to change management strategies

JOB SPECIFIC COMPETENCIES

- Management and Leadership
- Participative Management
- Planning And Organising
- Project Management
- Flexibility and adaptability to methods

APPLICATION REQUIREMENTS

- Post-school qualification in accounting or / and relevant experience of more than five (5) years in a similar position (e.g. local and Mission)
- Fluency in English and proficiency in local languages (e.g. Dutch and French)
- CV (Curriculum Vitae)
- Police Clearance Certificate

CLOSING DATE

Interested persons who meet the requirements are invited to submit their applications and CV's to vacancies@southafrica.be by the **closing date of 24 September 2021** as follows:

For attention: Ms Astrid Abrahams: Corporate Services

Copy to: Ms Tsakani Mabobo: Corporate Services
Ms Nonkanyiso Mlobeli: Corporate Services

Please only use this electronic address for applications: vacancies@southafrica.be

No late applications will be considered.