

***The South African Embassy to the Kingdom of Belgium, the Grand Duchy of Luxembourg
and Mission to the European Union***



**ADVERTISEMENT FOR THE SOUTH AFRICAN EMBASSY IN BRUSSELS:
BELGIUM**

Address: 17-19 Rue Montoyer, 1000 Brussels

JOB TITLE: ACCOUNTING CLERK
JOB LEVEL: 5
JOB SUMMARY: Reporting to the Corporate Services Manager / Mission Administration,
you will be:

SALARY : Based on experience and qualifications

Annual Basic Salary will range between Euro 33688 – Euro 45278 per annum based on qualifications and experience

Reference Number : BRUP2505

- To assist in the budgeting process
- Create and complete expenditure vouchers on MCS system + supporting documentation in English + stamps)
- Create and complete expenditure and receipt vouchers
- Administer Home Affairs
 - Keep up bank statements
 - Control bank statements with receipts from consular section
 - Complete on a daily basis receipt cashbook
 - Complete on a daily basis expenditure cashbook
 - Create and complete expenditure vouchers: stamps, do bank transfers, make copies
 - Capture all receipt and expenditure vouchers
 - Complete bank reconciliation
 - Close Home Affairs Repatriation account at the end of each month

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
- Confidentiality
- Adaptability
- Insight
- Conceptualisation

JOB SPECIFIC COMPETENCIES

- Math/Calculator skills
- Attention to detail
- Analytical skills
- Planning and organising skills
- Communication skills
- Co-operation
- Understanding the Mission's business plan
- Computer Literacy

APPLICATION REQUIREMENTS

- 13 years of schooling with accounting as a subject plus 3 years in a similar position (e.g. local and Mission)
- Fluency in English and proficiency in local languages (e.g. Dutch and French)
- Police Clearance Certificate
- Computer Literate

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 15/02/2023** as follows:

For attention: Ms Lilly Monene : Corporate Services

Copy to: Mr Kajenthren Moodley: Corporate Services
Ms Nonkanyiso Mlobeli: Corporate Services

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

No late applications will be considered.

25 January 2023