

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



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

Address: 17-19 Rue Montoyer, 1000 Brussels

JOB TITLE: ACCOUNTS CLERK

JOB LEVEL: 5

SALARY: 30764 - 67296

JOB SUMMARY: Reporting to the Corporate Services Manager, you will be required to perform the following duties:

- To assist in the budgeting process.
- Create and complete expenditure and receipt vouchers on Mission Cashbook System (MCS) + supporting documentation in English + stamps).
- Create and complete expenditure vouchers for salaries and rent accommodation transferred staff.
- Translate all invoices and documents to English.
- Design and implement a proper filing system.
- Verify and complete expenditure vouchers on MCS system of payments for partner departments: (+supporting documentation in English, stamps, write out of bank transfer slips & copies).
- Any extra task on request by an Accountant: to provide financial and administration support.
- Produce regular financial reports.
- Provide support for Month-End Closure.

Administer Home Affairs/Consular

- Capture receipts on MCS and Official Bank
- Keep up bank statements.
- Control bank statements with receipts from consular section.
- Complete daily receipt cashbook.
- Complete daily 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.
- Conduct daily reconciliation.
- Keep and produce records.

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.

JOB SPECIFIC COMPETENCIES

- Computer Literacy (Processing of excel and word documents)
- Planning And Organising
- 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 (including those applied previously) who meet the requirements are invited to submit their applications and CV's to vacancies@southafrica.be by the **closing date of 19 April 2024** as follows:

For attention: Ms Lilly Monene : Corporate Services

Copy to: Mr Kajenthren Moodley: Corporate Services
Ms Babalwa Mateta: Corporate Services

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

No late applications will be considered.

11 APRIL 2024