

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



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

Address: 17-19 Rue Montoyer, 1000 Brussels

JOB TITLE: ACCOUNTS CLERK
JOB LEVEL: 5
SALARY: 37938 – 65492 EURO Per Annum
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
- Certified Copies of ID and Qualifications/Certificates
- For Other Nationals either than Europeans, Permit to Work in Belgium

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 15 March 2026** as follows:

For attention: Ms Lilly Monene : Corporate Services

Copy to: Mr Richard Skosana: Corporate Services
Ms Babalwa Mateta: Corporate Services

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

No late applications will be considered.

13 FEBRUARY 2026