



JUNIOR ACCOUNTANT ADNEOM BENELUX

ADNEOM is a 650-people International IT & Engineering Consulting Company. Young and dynamic, our consultants graduated from the best universities and engineering schools in Europe. They are experts in Information Systems & Engineering and provide solutions that correspond to our customers' needs in various sectors (Banking, Finance, Insurance, Telecom, Transport & Logistics, Retail, Energy, and Industry). Our goal is to be the most performant company on the market.

For more information, please consult our website: www.adneom.com

To strengthen our team, we are looking for a **Junior Accountant**, eager to contribute to our development in the Benelux.

YOUR MISSION will be divided in 3 parts:

1. *As Junior Accountant:*

- Processing Expenses
- Encode Invoices
- Bank Reconciliation
- Monthly Management Account Preparation
- Prepare monthly VAT Return
- Prepare Year and Audit Analysis
- Good knowledge of Excel
- Analytical Skills

2. *As Fleet Officer:*

- Management of the Car fleet (140 cars)
- Consumption monitoring
- Car Policy

3. *As Admin officer*

- Updating of our intranet management tool
- Editing invoicing & Tracking of unpaid
- Payment of suppliers



YOUR PROFILE (M/F)

- You are reliable, responsive, organized and have strong interpersonal skills;
- Your self-discipline and your sense of initiatives and creativity will be your key assets to succeed;
- Your autonomy and proactivity are your key assets;
- You acquired or are about to acquire a masters' degree in Accounting / business Administration.
- You are able to work in English, Dutch and/or French;
- A good knowledge of the Office Suite is necessary.

We offer you the possibility to get strong responsibilities within a committed and dynamic team.

Please send your Resume (in English) to:

CLEMENT LAURENS
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