



Vacancy: Accounting Assistant

A vacancy has arisen for the post of Accounting Assistant at the headquarters of the European Judicial Training Network (EJTN) in Brussels.

The European Judicial Training Network is an international not-for-profit association governed by the provisions of Belgian law relating to non-profit making associations, foundations and non-profit making international associations.

This association, gathering the training institutions for the judiciary of all European Union Member States has, as its aim, the promotion of training programmes with a genuine European dimension for the members of the European judiciary.

Within the framework of the creation of a European area of freedom, security and justice, EJTN affirms itself as a major platform where its Members cooperate on the analysis and identification of the training needs of the judiciaries of the Member States, the exchange and dissemination of experience in the field of judicial training and the design of programmes and methods for collaborative training. Additionally, EJTN serves as an arena for the coordination of Members' programmes and activities in matters relating to European law and those which concern initiatives of the EU and the dissemination of knowledge about the legal systems of EU member States.

While dedicated to excellence in European judicial training, EJTN works closely with the European Commission and with nearly 40 EU national judicial bodies, which are Members and Observers of EJTN. The EJTN Secretary General, whenever appropriate, ensures compatibility between the programme of activities of EJTN and the priorities set by the European Union.

Key responsibilities

Under the supervision of the Secretary General and the Head of the Finance Unit, the **Accounting Assistant** is responsible for providing administrative support in the activities of the Finance Unit. The tasks pertaining to the position include non-exhaustively:

- The reception, preparation and follow-up of costs claims for reimbursement files submitted by participants to training activities;
- The treatment of the claims using EJTN's internal electronic and paper work flow processes;
- The verifications and booking of claim files in EJTN's accounting software;
- The booking of suppliers' invoices in EJTN's accounting software;
- The booking / input of payments in EJTN's online banking system;
- The reconciliation of payments;
- The preparation of correspondences related to the above-mentioned claims to ensure full completion of claim files and payment proceedings;
- The archiving of claim files.

Qualification and Experience required

- A post-secondary education attested by a diploma in relation to the profile of the post;
- Proven professional experience in relation to the profile of the post, i.e. experience in costs claims/costs bookings, online payments and other accounting tasks;
- Rigorous and able to meet deadlines and priorities;
- High level of English and French (ability to communicate accurately in both languages – in writing and orally); other EU languages an asset;

- Service oriented, good organisation skills, typing skills, eye for detail, team spirit, ability to work under pressure and to meet deadlines and priorities;
- Excellent communication skills (both written and oral);
- Able to draft routine correspondence and edit materials;
- Good interpersonal skills;
- Fully computer literate; knowledge of the Office software and a plus if experience with accounting software;
- Flexibility, adaptability and solidarity with co-workers.

Vacancy Specification

The position is intended to be a full time one, initial fixed-term contract under Belgian law.

The interviews will be conducted early May 2019, and the expected start date is early June 2019.

Application

To apply for this position, please email to ejtn@ejtn.eu **by Friday, 17th May 2019** your CV with a motivation letter highlighting your expectations and stating your current notice period and salary expectations. Furthermore, please add therein a self-written statement, as written below, authorising EJTN to process your personal data in accordance with [EJTN's Data Protection and Privacy Statement](#).

Compliance with EJTN's Data Protection and Privacy Statement

Including the following self-written statement, authorising EJTN to process your personal data, is mandatory and a prerequisite for applying for employment or an internship at EJTN. Without this statement, your application will not be considered and your application will be deleted.

"I hereby consent to EJTN collecting and processing my personal data for the exclusive purposes involved with seeking employment or an internship position. I have reviewed the details of how EJTN processes, shares, transfers, uses and protects private data as well as my rights from EJTN's full Data Protection and Privacy Statement."