

Junior Chief Financial Officer

Full time, permanent position, availability from March 2019

We are recruiting a highly-motivated and detail-oriented person to be the Junior Chief Financial Officer of SolarPower Europe.

SolarPower Europe, is a member-led association representing over 200 organisations active along the whole value chain. Our aim is to shape the regulatory environment and enhance business opportunities for solar power in Europe.

Reporting to the CFO (Chief Finance Officer), you are responsible for the following tasks:

Support the finance and accounting obligations of SolarPower Europe (Finance and Taxation, VAT and Management):

Finance and Accounting :

- Perform month-end activities such as reconciliations and journal entries;
- Generate financial reports to the Management (Monthly and quarterly reports);
- Respond to accounting inquiries in a timely manner;
- Assist in budget preparation;
- Assist in auditing activities by preparing necessary documents and providing requested information;
- Verify travel expense reports
- Invoicing
- Following up on (outstanding) payments/receivables further to internal rules
- European projects funds
- Prepare annex and supporting documents for the tax declaration on monthly basis
- Daily input of invoices, bank statement and general costs in the accounting system.
- Assistance to the management of the ledgers, postings and provisions.
- Reconciling general ledger accounts and performing the cost controlling
- Invoicing

Management:

- Handling general administrative tasks with the support of the admin team
- Acting as the point of contact for suppliers
- Publication of annual financial statement
- Cash flow monitoring and processing payments
- Payroll administration and HR

Profile:

- Degree in accounting
- Knowledge of general ledger accounting BE GAAP
- Knowledge on Belgian VAT, income tax;
- Experience in analytic accounting;
- Experience with Winbooks and Isabel is a plus;

- Good practical knowledge of MS Excel;
- Good communication skills, both written and oral in French and English;
- Ability to meet strict deadlines;
- Positive personality;
- Oriented towards continuous improvement and flexible
- Strong organizational skills, including multitasking and time-management
- At least 3 years' experience

Application:

A CV (maximum 2 pages) and short motivation letter should be sent to b.bahia@solarpowereurope.org until 12:00 on 22 March 2019 quoting **“Junior Chief Financial Officer ”** in subject line.

Please note that only short-listed candidates will be contacted for an interview.

For more information on SOLARPOWER EUROPE, please visit www.solarpowereurope.org