



JOB PROFILE

ECTA ACCOUNTING ADMINISTRATIVE ASSISTANT

Description of the Association

ECTA is an Association of IP experts in the field of trade marks, designs, copyright and related intellectual property rights and has been set up to initiate and follow, among others, the European Union Trade Mark and Design legislation. It has over 1300 members from all Member States of the European Union and many members outside the EU (over 40 countries). The working language of the Association is English.

For more information, please visit the web site of the Association www.ecta.eu.

We are looking for temporary (fixed term) part-time an Accounting Administrative Assistant to perform a variety of accounting tasks, based in Brussels, Belgium.

Contractual arrangements

A part-time fixed term contract of 6 months initially (20 hours per week) with a salary in accordance to the profile. A flexible working environment is offered.

A successful candidate should comply with all of the following requirements:

Important job requirements

- A minimum of 2 years' experience in an administrative / accounting position, able to provide solid references;
- Accounting experience would be beneficial particularly with Odoo accounting platform;
- English Mother tongue or equivalent. A good command of French and/or Dutch would be beneficial;
- Strong attention to detail and accuracy;
- Excellent relationship skills, team player, capable of working efficiently in a small team;
- Exceptional time management skills and ability to prioritize work, flexibility and self-organization;
- Ability to follow instructions precisely;
- Advanced IT skills.

DATE
May 2024

ECTA AISBL
Rue des Colonies 18/24,
Box 8, 8th Floor, BE-1000
Brussels, Belgium
Tel: +32/2 513 52 85
Fax: + 32/2 513 09 14
E-mail: ecta@ecta.org
Website: www.ecta.org
(VAT BE) 0738 648 961
RLE Brussels

PAGE
1



Function

- Upload supplier and customer invoices to Odoo accounting;
- Check invoices to make sure all details are correctly entered before booking them;
- Check and correctly match all supplier and customer invoices to the respective payments;
- Closely work with ECTA's external accountant as necessary but particularly for quarterly VAT preparations and Odoo related work.
- Handle the annual membership subscription process via ECTA's internal platform;
- Maintain accurate records as necessary particularly in respect of foreign VAT;
- Update details in ECTA's internal database as/when necessary;
- Prepare invoices and credit notes when necessary ;
- Answering members enquiries regarding subscription payments or other finance-related matters.

How to apply

Please send your CV and a covering letter to ECTA Secretariat at ecta@ecta.org by the deadline of **20 June 2024**, while mentioning in the subject line: "Application for an Accounting Administrative Assistant Position – NAME_SURNAME".

Please note that only shortlisted candidates will be contacted, please do not resend your application if you do not hear from us.