

Job description
Accounting Officer

Organisation	Challenge Airlines BE
Reports to	Chief Accountant/Finance Manager
Location	Liège - Belgium
Position Code	CHG10
Job Purpose	As an accountant, you will manage the accounting tasks from invoicing to bookkeeping. As part of a team, you will assist the chief accountant to achieve the monthly requirements.
Responsibilities	<ul style="list-style-type: none"> • Invoice processing, encoding and follow-up, • Organize company files, • Prepare deposits and process payments, • Maintain and update company system with financial data, • Prepare tax and VAT forms, • Support the financial controller in the audit process, • Enter and code financial transactions appropriately, • Manage the cashflow.
Job Requirements	
Education	Bachelor's degree in accounting or equivalent experience in the field
Experience, Skills, and Personal Attributes	<ul style="list-style-type: none"> • 2-5 years of relevant experience in a similar position • Skills and knowledge in accounting, economics, finance, legislation and administrative procedures • Excellent written and oral communication skills in French and English • Proficiency in computer software, such as Microsoft Office (MS Excel and Word in particular) • Attention to details and organizational skills • Autonomous and able to manage accounting tasks