



# UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

*Association internationale sans but lucratif*

*International non-profit organisation*

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## **Bookkeeper Officer – BRUSSELS**

The European Union of Medical Specialists (UEMS) is an organisation of European medical associations representing medical specialists and whose primary function is the support of the medical profession at European level.

To be able to meet the important growth in our activities, we are looking for a Bookkeeper Officer to assist with the administrative and accounting tasks of the Office. Under the supervision of the CEO and the accountant, holder of this position will be required to :

- Prepare data for the management of the general book-keeping
- Prepare periodic closing accounts (in close collaboration with the chief accountant)
- Ensure data entry of purchase, sale invoices and financial statements
- Follow up on payments, invoices, etc.
- Ensure data entry of payroll journals
- Monthly VAT return
- Use a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, BOB software, etc.
- Perform the necessary administrative tasks in relation with the function (mailing, filing, archiving).

Ideal candidates should

- Have a Degree in Book-keeping
- Have 2-4 years of experience in relevant field. Good junior profile to consider
- Have an excellent command of French and English (spoken & written)
- Be reliable, efficient and motivated
- Have good organisational and interpersonal skills
- Be able to work under pressure
- Have expert skills in MS Office (Excel , Word, Outlook, PowerPoint)
- Be a team-player able to work within a small but highly committed team.

The UEMS is offering :

- A full-time contract of employment for a definite period (CDD) leading to a full-time contract for an indefinite period (CDI)
- A rigorous but enriching and challenging function in a dynamic and motivated environment
- Opportunity to work in an international environment

Contact:

Candidates should send their CV and cover letter to Ms B. Reyhler, Managing Director at: [director@uems.eu](mailto:director@uems.eu), and to Mr. B. Daval, CEO at [ceo@uems.eu](mailto:ceo@uems.eu) **before September 15<sup>th</sup> 2018.**