

## Accountant

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Company: TMF Group

Location: Belgium

Category: office-and-administrative-support

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted here, on our website.

**TMF Group** TMF Group is a leading provider of critical administrative services, helping clients invest and operate safely around the world. Our 9,100 experts and 120 offices in 85 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients, and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance, and entity management services essential to global business success.

### Discover the role

As an Associate Accountant, you are dedicated to a number of client relationships. In our A&T department, you support the Senior Accountant with financial and administrative matters, and you have a delegated responsibility and challenge for keeping the client files in financial and legal good standing, as a part of a professional team.

We are offering learning opportunities to support your career growth - TMF Business Academy will be at your disposal, as well as more senior colleagues in a motivating work environment with lots of flexibility, freedom, and personal responsibility, flat hierarchies with direct contact to management and international exchange.

## **Key Responsibilities**

Responsible for the timely and correct handling of all matters concerning the day to day bookkeeping of a client portfolio

Preparation of monthly, quarterly, and year-end reporting, in Belgian GAAP, Fund GAAP, IFRS, or on the basis of a pre-defined reporting pack at our client's request

Analyzing of financial reports

Day-to-day administrative tasks in relation to the client portfolio such as monitoring of the bank accounts, processing payments, handling all correspondence

Review of work performed by junior accountants

Preparation of VAT returns, withholding tax returns, corporate income tax returns, and other filings

Communicating effectively and timely with our clients, property managers, tax advisors, and other third parties

## **About You**

Belgian Master/bachelor's degree in accounting

Around 2-3 years of practical experience in a similar position

Ability to work independently and hands-on approach

Clear, concise, and pro-active communication skills

Strong analytical and organizational skills

Fluent in English, Dutch, and/or French with excellent written and verbal communication skills

## **Make an impact**

Our global presence in more than 80 countries allows you to impact how global and diverse clients do business as well as give back to the global communities we operate in

## **Be part of One TMF**

At TMF Group, it's our people who make us who we are. Our company thrives on entrepreneurial spirit and is full of proactive people who combine enthusiasm with responsibility and accountability.

### **A world of opportunity**

Regardless of where you are in your career, TMF Group opens a world of opportunity where you will be part of our team and is supported in your global career journey.

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Generated on: 2024-05-02 by Expertini.Com