

Finance Support Officer

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Company: BESIX

Location: Belgium

Category: computer-and-mathematical

Job Description

Managing incoming reminders by e-mail of vendors for their invoices not paid and for other vendor related questions

Handling, dispatching and following-up incoming calls of vendors related to their invoices and other topics related the vendors

Checking incoming invoices and credit notes not recognized by the scanning software, in close contact with the transactional accounting team

Maintaining qualitative and secure vendor related master data in the ERP system concerning VAT and bank accounts

Monitoring the outstanding vendor balance positions in close collaboration with the internal stakeholders and external stakeholders

Handling, following-up and posting the expense notes of employees

Archiving of accounting documents

Preparing and filing the construction site notification for subcontractors to the department of social security

Checking for subcontractors their social, fiscal and/or other liabilities with the department of social security and with the fin0061nce department

Handling general administrative recurring and had-hoc tasks related to the transactional accounting department

Qualifications

A professional bachelor's degree or equivalent by experience

At least 3 to 5 years of experience within a general administration function, experience within a back-office function is plus

Sense of responsibility and results-driven

Mastering Dutch or French, knowledge of English is plus

Can work independently, hands-on, a problem solving attitude and an eye for detail

Eager to continuously learn, be open for changes

Communicating clearly to the point, both orally and in writing

Social, open minded and assertive character, but with appropriate attention for diplomacy and integrity

Ability to motive people to change their way of working

Positive mindset, constructive and energetic personality

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