

WE ARE HIRING!



Full Time

Accounting and Administration Assistant Brussels Based

EJA, the leading Jewish organization in Europe, and its affiliate Europe Israel Public Affairs (EIPA) seek to recruit a full time Brussels-based Accounting and Administration Assistant

The ideal candidate would be reporting directly to the EJA Managing Director, would be enthusiastic about human rights and eager to fight anti-Semitism and discrimination. S/he would have a sense of responsibility, respect and a drive to promote one of humanity's most noble causes.

MAIN TASKS INCLUDE BUT ARE NOT LIMITED TO:

- Assisting in filing requests, invoices and contact information to our CRM system
- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Assist in reviewing and filing payroll documents
- Assist the Managing Director in building up the annual budget
- Participation in the preparation and timely execution of events
- You manage the Info email account of the organization
- Filing and archiving of documents.

DESIRED PROFILE

- A minimum of 3 years working experience in the field
- Integrity and professionalism
- Team player with a sense of responsibility and initiative
- Ability to communicate well in English and French. Dutch or another major EU language is an asset
- Proficient knowledge of IT tools: Office Suite (particularly Excel), Internet, Adobe (PDF)
- Experience working with databases and CRM systems (Monday.com or others)
- Advance degree in Finance, Accounting or a relevant field
- Strong affiliation to the EJA-EIPA vision and strategic goals

The selected candidate would be offered a Belgian working contract, therefore it is necessary that s/he already has the right to work in Belgium. EJA is offering a competitive salary with fringe benefits, including 7 days additional paid holidays per year, home office and flexible working in a young, open and dynamic environment.

Possibility for a swift upgrade into a more senior role

Interested?

**Send your cover letter and detailed CV in English
by 7 April 2023**

to our Office and Event Manager Shirley Benchabat:

shirley@ejassociation.eu

EJA is an equal opportunities employer. We celebrate and practice diversity in all its forms and are committed to creating an inclusive environment for all of our employees.

About EJA-EIPA

Ever since it was created, the European Jewish Association and its affiliated organizations have strived to build lasting and meaningful contacts with the key decision makers and opinion formers in the Council, Commission, Parliament and various permanent representations and embassies. We also work closely with the Mission of Israel to the EU, standing up for Israel, promoting the world's only Jewish State and creating political initiatives that run against Boycott Divestment and Sanctions (BDS)

We count Commissioners, special envoys, MEPs and ambassadors as our friends, colleagues and people who we can call on for help and support.

We also lobby on behalf of Jewish communities from Portugal to Ukraine and everywhere in between, and work with them, covering a large spectrum of activities. From youth to the elderly, promoting and supporting Jewish holidays and traditions, securing and safeguarding Jewish communities, schools, synagogues, Mikvot, and representing communities on Committees, at conferences and high level consultations within the European Institutions.

Together with EIPA, we organize briefings, press trips and events, trying to place Jews front and centre in any European conversation affecting minority groups and minority interests.

FOR MORE INFORMATION VISIT: WWW.EJASSOCIATION.EU