



Bookkeeper / Internal Accountant - Job Description

Position: Basic Bookkeeper / Internal Accountant

Languages: Proficiency in English is required; Dutch and French are optional but highly valued.

Job Summary

You will be responsible for maintaining accurate financial records and supporting the day-to-day accounting operations for a group of companies engaged in various industries, including emission reduction systems, low and zero-carbon power production and storage technologies, innovative software solutions, and innovative shipbuilding. You will ensure that all financial transactions are properly recorded, categorized, and reconciled in compliance with local regulations and company policies.

Key Responsibilities

- You will record daily financial transactions, including sales, purchases, receipts, and payments, ensuring accuracy and completeness.
- You will maintain and update general ledgers, ensuring that all financial data is properly classified and recorded.
- You will assist in the preparation of financial statements by providing accurate and timely data.
- You will reconcile bank statements and other financial accounts to ensure consistency and accuracy in financial reporting.
- You will manage accounts payable and receivable, ensuring timely payments and collections.
- You will assist in the preparation and submission of VAT returns and other tax-related documents in compliance with local regulations.
- You will help maintain accurate records of inventory, fixed assets, and other financial elements essential to the company's operations.
- You will collaborate with the accounting team to ensure that all financial records are up to date and compliant with company policies and accounting standards.
- You will assist in the preparation of financial reports for management review, providing insights into the company's financial status.
- You will support the payroll process by preparing relevant financial data for payroll calculations.

Qualifications

- You have experience in bookkeeping or a similar role, preferably within a multi-entity organization or in industries such as manufacturing, engineering, or industrial services.
- You have a good understanding of Belgian accounting practices and financial regulations.



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- You are proficient in using accounting software and tools for bookkeeping and financial record management.
- You are detail-oriented and have strong organizational skills, with the ability to manage multiple tasks and deadlines.
- You are proficient in French and English; knowledge of Dutch is optional but highly valued.
- You have strong communication skills and can effectively collaborate with colleagues and management.
- You hold a degree or diploma in Accounting, Finance, or a related field; additional certifications in bookkeeping or accounting are a plus

If you think this job opportunity could be a beautiful challenge for you then send your CV to:

Kris.vanmullem@batiamosa.be

Hope to read you soon.

Kris Van Mullem

Group CEO