

Eurochambres job position – Junior Finance Officer

Position open: Junior Finance Officer

Starting date: 1 September 2022

Deadline: 16th of August

Eurochambres is the European Association of Chambers of Commerce and Industry, representing the interests of 2.000 Chambers and their 20 million business members across over 40 countries and all sectors of the economy. www.eurochambres.eu.

We are seeking to recruit a full-time Junior Finance Officer to reinforce our financial control team.

Responsibilities:

- Assistance with accounting and controlling
- Follow-up on invoices, payments, and reports
- Prepare regular financial and administrative reports
- Prepare and format documents and reports
- Ensure the confidentiality and security of files and filing systems
- Overlook and optimize the digital archiving process

Requirements:

- Bachelor's degree and/or minimum 2-3 years of relevant experience
- Excellent English (spoken and written) and good knowledge of at least one other European language
- Excellent knowledge of MS Office tools (Word and Excel) and similar tools
- Accurate, well-organized, and reliable team player
- Ability to tackle multiple deadlines and requirements, be a self-starter, innovative and demonstrate the capacity for maintaining high professional standards

We offer:

- A challenging international working environment
- Indefinite contract
- Competitive advantages as part of the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their motivation letter and CV to job@eurochambres.eu by the 16th of August with the subject line "**Junior Finance Officer**." Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be rejected.