



## The European Consulting Company

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### Job offer: Financial & administrative assistant

ECCO is a Brussels-based independent consultancy specialised in EU food policy and the management of trade associations in the food sector. We are currently looking for a **Financial & Administrative Assistant to join our team for a 12-month contract starting in January 2020** (exact date TBC).

#### Tasks:

- Preparing outgoing invoices, billbook management
- Process incoming invoices and payments, follow-up with suppliers as needed
- Updating financial spreadsheets with daily transactions
- Provide administrative support during budget preparation, preparing financial presentations
- Coordination with financial accountants and auditors, participate in annual audits, as needed
- Taking care of the incoming and outgoing correspondence
- Back-up for daily administrative business (calls, appointments, travel arrangements)
- Support the organisation / coordination of in-house and external meetings of our clients

#### Profile:

- **Very good level of spoken and written French and English**
- Good academic qualifications and **minimum 2 years' professional experience in a similar role**
- **Good knowledge of primary accounting procedures and advanced MS Excel skills** (creating spreadsheets and using financial functions)
- Excellent organisational and time-management skills with **attention to detail, numerical accuracy** and the ability to multitask and to prioritise
- **Good communication skills**, a solution-oriented mindset and be able to tackle matters with discretion
- An understanding of **tax management and trade association administration** would be an asset
- Applicants should be comfortable working independently and also enjoy being part of a dynamic multicultural team and working in an international environment

Please send CV and motivation letter by **20<sup>th</sup> December 2019** to:

Managing Director  
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