



About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 of the world's best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants, but also membership and conference fees, as well as income from the sales of publications.

CEPS has a vacancy for a Junior Accountant to join the Finance & Administration Department

“JUNIOR ACCOUNTANT”

Main tasks

- You will be responsible for the general book-keeping and follow up for CEPS and three other smaller entities.
- Bank statements, outgoing and incoming invoices and expense claims
- You will prepare the VAT declaration and NBB statistics (and other declarations following the Belgian tax rules)
- You will help with the preparation of year-end closings
- You will manage petty cash and visa statements
- You will provide general administrative tasks as required

Your background and qualifications

- You should have a thorough knowledge of general and analytic accounting principles and procedures
- You should possess a Bachelors degree in accountancy and good knowledge of BEGAAP principles
- At least 2 years of work experience is preferable
- Knowledge of Expert-M Plus would be an advantage
- You demonstrate attention to detail, accuracy and confidentiality
- You have good communication skills
- You have a working knowledge of English

Your profile

- You are able to be flexible and adaptable in order to provide support and assistance to other team members or colleagues
- You are able to handle stress, respect deadlines and are able to juggle multiple tasks and changing priorities



- You enjoy teamwork and are open to giving and receiving feedback

What CEPS can offer

We offer full-time indefinite employment. The salary will be in accordance with your previous experience as well as the CEPS salary scale. We also offer a benefits package (group & hospitalisation insurance, meal tickets, public transport reimbursement). We would like the preferred candidate to start her/his activities in mid-August.

Career development prospects

CEPS supports the professional & personal development of its employees and offers a variety of internal training programmes.

More information

Further information about the position can be obtained from Sally Scott, Director of Finance and Administration, email sally.scott@ceps.eu and Els Van den Broeck, Manager HRM, e-mail applications@ceps.eu, phone +32 (0)2 229 39 24

Application and deadline

Applications should include a one-page letter of motivation and a curriculum vita. They should be e-mailed to the above-mentioned persons by 21 June 2018.