https://www.artemys.be/job/accounting-and-administrative-specialist/

Accounting and Administrative Specialist [CLOSED]

Hiring organization
Artemys

Employment Type
Full-time

Duration of employment
Unspecified

Industry
Renewable energy

Job Location
Zaventem, Flemish Brabant

Date posted
24 November 2024

Valid through
17.01.2025

Description

On behalf of our client **Enerdeal**, an innovative and fast-growing company specialised in developing, financing, and managing large-scale photovoltaic projects, we are looking for an **Accounting and Administrative Specialist** who will provide accounting and administrative support in the successful implementation of numerous projects and contribute to Enerdeal's rapid growth.

Location: **Zaventem, Flemish Region**

Responsibilities

Enerdeal specialises in project development, financing, and operating **large-scale multi-megawatt Commercial and Industrial Renewable Energy Systems and Solar PV projects**.

Ever since its inception in 2009, Enerdeal's mission has been to promote **smarter energy use** by providing **state-of-the-art and competitive solar energy solutions** to energy-intensive users, industrial companies, and large property owners, increasingly integrated with electric vehicle charging stations. The Enerdeal park represents more than 2,000,000m2 of solar systems on carports, roofs, walls, or grounds. The company operates in Belgium and Luxemburg. Since 1 February 2023, Enerdeal joined the EDP Group, an international leader in renewable energies.

To address a rising number of industrial projects, Enerdeal is in need of an **Accounting and Administrative Specialist**, who will provide accounting and administrative support and cooperate closely with colleagues from different teams and business units across the company.

As an **Accounting and Administrative Specialist**, you will have the following **key responsibilities**:

• Assist in the accounting department, and manage payments, incoming and outgoing invoices
• Perform accounting verification after encoding the invoices
• Manage HR aspects and cooperate with the authorised social secretariat
• Perform administrative follow-up of files and different entities
• Classify files and keep databases up to date
• Create and maintain good professional working relationships with colleagues
• Collaborate with fiduciaries and other external partners
• Act as backup to your finance & admin colleagues, if necessary
• Participate in the implementation of an ongoing project involving the migration to the Odoo business management software
• Progressively take part in the preparation of monthly closure of financial accounts to be presented to the EDP Group (month-end close process)

Qualifications

• A bachelor's degree in accounting or management assistance
• Fluency in **French**; decent level of **Dutch**; knowledge of English is an asset

• Good written communication skills
• Effective use of MS Office tools, particularly Excel; knowledge of Odoo is an advantage
• Positive, enthusiastic, and solution-oriented
• Socially comfortable and approachable
• Organized, rigorous, precise, and reliable
• Autonomous and flexible, but also a collaborative team player

Job Benefits

• A full-time employment contract
• A full and competitive compensation package with many advantages (fixed salary, meal vouchers, insurance packages, possibility of having a company car, performance-based bonus plan)
• An opportunity to continuously develop your technical skills and competencies
• An opportunity to work in a rapidly developing and innovative company in the green sector with ambitious growth and expansion plans