

SJABLOON – Werken via KdG –

Gelieve dit ingevulde sjabloon te mailen naar: werken-via-kdg@kdg.be

Sollicitaties dienen verstuurd te worden naar de contactgegevens uit de vacature.

Functietitel: Accounting assistant

Bedrijfsnaam: Gumption

Uiterste sollicitatiedatum: 29/03/2019

Categorie:

Juiste categorie aankruisen*

Administratie en secretariaat	
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Financiële en juridische sector	
Gezondheidszorg	
HR management	
ICT en multimedia	
Transport, logistiek en distributie	
Onderwijs	
Sales, marketing en communicatie	
Sociale en culturele sector	
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Andere	X
Jobevents	
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Gumption – Accounting Assistant

As an Accounting Assistant, you will be part of our shared services team and responsible for processing the invoices of customers accurately and on time. You will get the chance to grow within the team to a finance and accountancy role. As a true team player you will support your colleagues.

The job?

- Processing of customer invoices;
- processing of supplier invoices;
- follow-up of outstanding invoices;
- customer and supplier contact by phone;
- monitoring of timely approval and payment of invoices;
- bank statement booking;
- ad hoc administrative tasks across the organization;
- backup of the team.

Do we match?

Let's find out! Do you have the following personality, skills and experience?

- A first work experience as an accountant, or similar role;
- all-rounder with attention for detail;
- a pleasant personality and a positive enthusiastic attitude;
- accuracy and structure are key;
- proficiency in Excel is a big plus;
- multitasking and stress management skills are essential;
- excellent communication skills in Dutch English, French is a plus.

What do we offer?

- An energetic and stimulating work environment;
- competitive compensation and benefits package (incl. company car).

Company

Gumption helps young, promising consulting firms to evolve into well-organized companies with a strong identity and a bright future vision. We do this through strategic advice and operational support, in the context of a long-term partnership. The shared services offer member companies benefits in terms of cost efficiency and quality. The Gumption companies focus 100% on their employees and customers thanks to the Gumption platform.

Based on business needs, our ecosystem stimulates idea generation and co-creation between experts with complementary talents and expertise in our own ranks, at partners and customers.

Apply by sending your CV to Anouck.saman@gumption.be