



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

## Accounting and Administrative Specialist

### 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 2,000,000m<sup>2</sup> 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

### Hiring organization

Artemys

### Employment Type

Full-time

### Duration of employment

Unspecified

### Industry

Renewable energy

### Job Location

Zaventem, Flemish Brabant

### Date posted

25 November 2024

### Valid through

17.01.2025

- 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