

Date: January 9, 2018

CONSULATE GENERAL OF THE KINGDOM OF BELGIUM IN CHENNAI

Job Offer

The Consulate General of Belgium in Chennai is looking for an **Expert**

Position: Expert administrative operative / accounting area

Location: Consulate General of Belgium, 3rd Floor Yafa Towers, 18 Khader Nawaz Khan Road, Chennai 600 006 - India

Deadline for application: 24/01/2019 – 24h00 (IST)

Job Description

As expert in administrative affairs and accounting, under the direct supervision of the Consul General you are in charge of the administrative affairs and the accounts of the Consulate General:

- Manage the accounts of the Consulate General
- Verify and consolidate the various financial data
- Contribute to managing the property and services required to the post
- Carry out archiving (paper and/or electronic) according to a logical structure and the instructions in force
- Act as the contact point of ICT questions
- Ensure telephone duties in turn with the other members of the duty team
- Contribute to the management of files pertaining to staff affairs

As an “accounting file management operative”: you manage or contribute to the management of files concerning the Consulate General’s accounts according to the instructions and standards in force and under the Consul General’s supervision, in order to guarantee the correct and transparent management of the accounts of the Consulate General.

As an "advisor accounting": you provide advice and support with regard to the accounting principles in order to support the Consulate General in a correct and sound accounting management.

As a "logistics management operative": you contribute to managing the property and services required for the Consulate General, according to the instructions and standards in force, so that the Consulate General is able to work in an optimum manner without its work being disturbed by material concerns.

As an “ICT manager”: you act as the contact point for ICT questions in order to support the Consulate General and its staff in their daily work.

Examples of tasks:

- Collect and/or provide the necessary information and documents from/to contact persons and/or managers
- Encode and update data in the required accounting systems

- Prepare or contribute to preparing various documents or useful information according to the schedule: remuneration receipts, bonus tables, calculation of promotions, etc.
- Plan or contribute to planning budgets according to the planned timetable
- Make certain payments.
- Manage correspondence with banks or other third parties in the frame of the accounting files.
- Archive accounting items and documents according to the instructions or a logical order.
- Monitor and/or manage consular revenue
- Help with the renegotiation of contracts when possible or necessary with a view to budgetary savings (under the supervision of the answerable accountant).
- Transmit to the manager communications from local bodies that are relevant to budget management (e.g.: social contributions, GST system)
- Ensure that the standards and accounting principles are observed in the file management
- Assess with accuracy and consistency the budgetary and accounting documents
- Assess the available funds (in cash and at the bank) and point out possible problems (overspending, liquidity shortfall etc.)
- Monitor and/or contribute to monitoring public contracts (receipt and analysis of tenders, drafting of attribution reports, writing of order forms, follow-up of services, etc.).
- Contribute to the stock management of various equipment
- Keep inventories up-to-date
- Manage contacts with security firms
- Monitor the diplomatic case
- Gather together the documents to be archived
- Develop an optimal archiving system according to instructions or standards
- Keep the inventory of the ICT equipment up-to-date
- ...

Practical details

- 1 year local contract (renewable)
- Estimated starting date: **1 March 2019**

Selection Procedure

After a pre-screening based on CV and cover letter, the selection procedure will comprise an interview which evaluates the applicant's skills and motivation. The completion of small written or oral tests during the interview may be requested.

Required Degree and Competences

- Bachelor or Master degree
- At least one year experience in private sector or government affairs with involvement in accounting / book keeping / administrative affairs
- Strong organizational, communication and interpersonal skills
- Sufficient knowledge of legal requirements and regulations / the local legal system that is needed to manage contracts
- High-level fluency in English and Tamil is essential. Knowledge of another Indian language, and of Dutch or French, are an asset
- Good knowledge of standard IT office tools (Word, Excel, PowerPoint,...)

Applications

To apply for this position, please send your **CV** and **cover letter** no later than **24 January 2019**, 24:00 (IST) to chennai@diplobel.fed.be, clearly stating 'Expert administrative operative / accounting area' in the subject line. In the meantime, for any questions related to this position, please contact the Consulate General by email (chennai@diplobel.fed.be) or by telephone (+914440485500).