

Accounting assistant

Closing date: 18 May 2026

Location: Brussels

Hours: Full time

Experience required: more than 4 years

Starting date: May/ June 2026

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialized in advocacy, political and regulatory risk assessment, public funding, and strategic communications.

We empower associations to deliver maximum value to their members. Whether guiding leadership, supporting secretariats, or managing day-to-day operations, we ensure members' priorities are advanced, their voice is amplified, and their community thrives.

Position Summary

The Assistant Accountant supports daily accounting operations to ensure accuracy and timely financial reporting. This role contributes to maintaining organized records and facilitating the smooth functioning of the finance department.

Main Duties

As an Assistant Accountant, you will assist the accounting team in managing financial documentation, processing transactions, and maintaining accurate records. You will play a key role in supporting monthly closings, audits, and compliance requirements. This position requires strong attention to detail, reliability, and a proactive mindset.

Main tasks include:

- Recording and processing invoices, receipts, and payments
- Assisting with bank reconciliations and account monitoring
- Supporting month-end and year-end closing activities
- Maintaining accurate and up-to-date financial records and files
- Preparing basic financial reports and summaries
- Providing support during internal and external audits
- Assisting with expense tracking, payroll preparation, and data entry
- Responding to accounting-related inquiries from internal teams

Requirements and Competencies

- Degree or vocational training in Accounting, Finance, or a related field
- Previous experience in an accounting or administrative role is a plus
- Good understanding of basic accounting principles
- Proficiency with MS Office tools; knowledge of accounting software is an asset
- Strong organizational and time-management skills
- Excellent attention to detail and accuracy
- Ability to work independently and in a team
- Good communication skills and a customer-service mindset
- Discretion and respect for confidentiality

We Offer

- The opportunity to work with a prominent and rapidly growing European industry platform contributing to Europe's transition to a net-zero energy system by 2050;
- A challenging, multi-faceted role with room for professional growth and increased responsibility;
- A stimulating and dynamic international working environment.

Please send your CV and motivation letter by email, indicating "**Accountant assistant**" in the subject line, to **Eftychia Michailidou at jobs@clerens.eu**. Applications received after the deadline will not be considered.

Applications are reviewed on a rolling basis, so early submission is encouraged. Due to the expected high number of applications, only shortlisted candidates will be contacted for interviews.