

# ICMPD Job Profile

## Finance Assistant<sup>1</sup>

---

### Functional Overview

The Finance Assistant provides basic administrative and financial support to accounting processes and the administration of the Social Security System within the Finance and Budget Unit, part of the Management Directorate. Supports a variety of day-to-day tasks such as posting invoices and claims, handling petty cash and bank statement entries, and maintaining supplier records. The role contributes to the smooth functioning of financial routines by following established procedures and supporting the maintenance of orderly and accurate financial records.

### Key Results

**Support to Accounting Management:** Administrative support is provided for daily accounting tasks, ensuring accurate handling of invoices and claims, verification of bank and petty cash statements, processing of cheques and payments, and posting of re-bookings and adjusting entries. The Finance Assistant helps with the preparation of VAT and cash expenditure reports. Accounting documents are properly filed, and support is given to the setup and maintenance of Business Partner records in SAP, ensuring supplier account entries are recorded and reconciled correctly.

**Support to Brussels mission related tasks:** The Finance Assistant acts as a cash custodian by ensuring timely cash replenishment and processing small cash payments. Prepares monthly cash reports and maintains relevant documentation. The role also includes tasks as a local bank administrator, such as booking bank statements and supporting the processing of social security contribution invoices. Incoming invoices are recorded in a timely manner, and quarterly VAT reports are prepared under guidance.

**Support to Internal Processes and Filing:** The Finance Assistant supports the maintenance of orderly and up-to-date files and digital records for all financial transactions. Assists in checking documentation for completeness and helps ensure forms and templates are used correctly. The role includes supporting minor updates to procedures or templates when needed and contributing to the organization of shared financial folders. Perform data-entry tasks in the ERP system and provides general support or backup for other finance-related duties as requested.

### Required Expertise

- Basic knowledge of accounting principles and financial processes, including invoice handling and petty cash procedures.
- Experience in administrative and data-entry tasks, with attention to accuracy and timely execution.
- Familiarity with ERP systems (e.g., SAP or similar) and basic understanding of their use in financial transactions.
- Ability to handle routine reconciliations and prepare financial records with guidance.
- Organizational skills for maintaining records, filing, and supporting documentation workflows.
- Good interpersonal and communication skills, with a service-oriented attitude and the ability to handle confidential information discreetly.

---

<sup>1</sup> This job is classified at S2.

### Qualifications, Experience and Language Skills

- Bachelor's or equivalent in a relevant field.
- A minimum of 4 years of relevant working experience.
- Good technical accounting skills.
- Proficiency in MS Excel and knowledge of ERP systems.
- Good analytical drafting and organisational skills and strong ICT skills
- Proficiency in (verbal/written) English, French and proficiency in a major EU language, Russian, or Arabic, is an asset.