The parent's association of the European School Luxembourg 2 is currently looking for an

Office and Accounting Assistant to be based in Bertrange / Mamer

This position is a part-time job with a high flexibility in the working schedule based on personal needs and the holiday schedule of the school with a minimum of 20 hrs per week.

The main responsibilities of the Office and Accounting Assistant will comprise of working closely with the team in providing operational and administrative support. This includes being involved in a number of different tasks such as:

- Perform general office duties (filing, scanning, photocopying, meeting setup, etc.)
- Carry out general accounting duties such as invoices and accounts follow-up as well as suppliers' payments
- Liaising with our external auditor and our accountancy firm
- Developing an analytical accountancy
- Memberships management such as validation, database management and refunds processing in our internal Periscolaire database system.
- Produce letters, reports, forms and schedules using Office 365.
- Compile and prepare documents for internal and external meetings
- Execute general HR duties such as sick leave and holiday management as well as overlooking POT

Desired Qualifications and skills:

- A degree related to administration, assistantship or accountancy or a minimum of three years relevant work experience as an assistant, secretary or accountant preferably in an ASBL
- At least three years of relevant work experience
- Strong knowledge of accounting
- Fluency in English and French is mandatory
- Communication skills in German or Luxembourgish would be an asset
- Perfect command of MS Office 365 (Outlook, Word, PowerPoint, Excel,)
- Strong academic, personal and IT skills
- Strong ability to work as part of a team is essential.
- Ability to multitask and prioritise workflow
- Attention to detail and accuracy, efficiency and flexibility
- Ability to be proactive and take initiative
- Good interpersonal and communication skills

If you are interested in this role and you meet the requirements please send us your full application, including a motivation letter stating your preferred number of working hours per week and desired annual salary to delphine.ballaguy@apeeel2.lu. The application needs to be written in English.

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