cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

Role Description - Accounting and Backoffice Administrator

General Purpose

The Accounting and Back-office Administrator is responsible for providing administrative and clerical services in order to ensure effective and efficient operations within the organisation.

Tasks and Responsibilities

- Provide general administrative and clerical support
- Maintain office services by organizing office operations and procedures
- **Assist Financial Director**:
  - in maintaining financial monitoring spreadsheets, encoding and paying invoices, communicating with customers and vendors on accounting matters, reconciling financial monitoring spreadsheets with the official book-keeping
- **Logistics & travel arrangements**:
  - Schedule and coordinate meetings, appointments and travel arrangements
  - Arrange logistics for workshops, training seminars, teambuilding and other meetings: arrangements with travel agent, with participants, event coordination, checking facilities and equipment before the sessions
- **Office maintenance**:
  - Organise the office layout and maintain supplies of stationery and equipment
  - Manage contract and price negotiations with office suppliers, service providers and office lease
  - Coordinate with IT department on all office equipment
  - Assist all members of staff in the transition towards zero paper administration (scanning and archiving paper documents, designing archiving logic and file inventories)
- **Maintain company website**

Ensure adherence with cApStAn's mission and values