

Stephex Group is a proudly family-owned company based in Meise, Belgium, renowned for excellence in horse trading, automotive innovation, and event management. As market leaders in the production of premium horse trucks, motorhomes, and 2-horse vehicles, we are committed to delivering exceptional quality and user-centric designs that meet the diverse needs of our clients.

Our extensive dealer network stretches across Europe and beyond, enabling us to provide exceptional service and support to customers, no matter their location. With a strong reputation for reliability and craftsmanship, Stephex Group is dedicated to maintaining the highest standards in everything we do. Join us as we continue to push the boundaries of innovation and quality across the industries we serve.

Are you ready to embrace new challenges and grow with us?

We encourage you to explore this exciting opportunity and become part of our journey!

ACCOUNTING SUPPORT

Job description

We are seeking a dedicated Accounting Support to assist our finance department in ensuring smooth and efficient financial operations across our organization. In this role, you will be instrumental in handling key accounting processes and providing administrative support to the finance team.

Key Responsibilities:

- **Invoice Management:** Prepare and process sales invoices, and record purchase invoices.
- **Payment Processing:** Oversee the timely registration of incoming and outgoing payments.
- **Expense Tracking:** Manage and record employee expense reports, ensuring accuracy and compliance with company policies.
- **General Accounting Support:** Assist with day-to-day financial administration, ensuring the smooth operation of financial activities.
- **Collaboration:** Act as a key support figure for the finance team, contributing to team success and improving workflows where necessary.
- **Administrative Tasks:** Perform routine administrative duties related to financial operations to ensure timely and accurate reporting.

Candidate Profile:

- Strong organizational skills with a critical, hands-on approach to tasks.
- A collaborative team player with a positive attitude and a strong sense of responsibility.
- Dynamic individual who thrives in a fast-paced, rapidly evolving work environment.
- Native proficiency in Dutch or French, with a good knowledge of the other language, and solid proficiency in English.
- Minimum 3 years of experience in accounting or a similar administrative role.

Job offer

- An opportunity to join an experienced team of entrepreneurs in a fast-growing international company.
- Competitive remuneration package, aligned with your experience and the value you bring.
- Full-time employment with long-term growth potential.
- A unique and challenging professional opportunity.

How to Apply:

Submit your application online at <https://stephex.com/careers/> or send it via email to hr@stephex.com.