



FINANCE & LEGAL ADMINISTRATION ASSISTANT

ICN is a dynamic and fast-growing **European Investor & Real Estate Developer**, currently operating in the **Grand Duchy of Luxembourg, Belgium, and The Netherlands**. The company's tagline, 'exceptional projects at outstanding locations', reflects ICN's unique capacity for detecting hidden gems for both end-users and investors and turning these unique opportunities into added value for all stakeholders. With our development projects, we reimagine spaces of togetherness and dedicate our resources to creating futureproof places to live and work in. Our investment products allow investors to indirectly invest in high-quality real estate and benefit from superior returns. With a successful development track record of over 25 years, a team of 30 people and a considerable turnover pipeline nearing € 1.4 BN by 2027, ICN is looking for YOU to support its growth strategy.

[icn.eu - https://www.linkedin.com/company/icn-development](https://www.linkedin.com/company/icn-development)

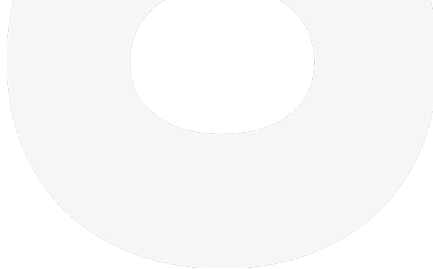
The **Finance & Legal Administration Assistant** will be based in **Brussels** to Work closely with the Finance team to review company operations and look for ways to maximize internal processes. Ensuring the organization maintains excellent financial, clerical, and administrative practices. Reviewing & following corporate laws, other regulations and financial procedures that apply to their businesses industry, to ensure the company implements them in daily practices.

HOW YOU COULD INVEST YOUR TALENT, EXPERTISE AND MOTIVATION TO:

1. Uphold the legal requirements of governing documents, company law (UBO, Board Mandate...),
2. Supports and performs administrative requirements for various committees and facilitate the completion of regular reports,
3. Record, manage and reconcile various expenses and financial datas,
4. Prepare material for publication,
5. Maintain multiple calendars & set appointments (ex: annual statutory meetings/board of direction),
6. Fill various documents and maintain databases,
7. Organise & store sensitive information correctly,
8. Assist the Office Management in Brussels in connection with the Office Manager in Luxembourg,
9. Other tasks as assigned,

WHO WE ARE LOOKING FORWARD TO MEETING A CANDIDATE WITH:

- Bachelor in Finance or in Law or Secretary Bachelor
- Approx. 3 years 'experience in fiduciary, audit, tax firms or equivalent

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- Experience in Audit follow-up is an asset
 - Experiencing using office management software, including word processing software and spreadsheets with a prior experience using spreadsheet software, including Excel
 - Notable organizational and clerical skills and the ability to provide organization and structure that others can follow
 - Strong communication skills and the willingness to make phone calls, emails, and other communications with external contact
 - Detail-oriented
 - Excellent time management skills and ability to multi-task
 - Comfortable working independently when needed, while being part of a team
 - Attention to detail and problem-solving skills
 - Ability to analyse and to set priorities and act accordingly
 - Spirit of positiveness, initiative, and autonomy
 - Very good command of English and French, dutch is an asset

WHAT WE ARE HAPPY TO OFFER:

- The opportunity to join a very dynamic & growing group located in Luxembourg, Belgium (Brussels) and The Netherlands (Amsterdam)
- A varied and autonomous function with an attractive salary package in line with your skills and experience
- A stimulating environment with clearly defined values and respect for each other and for work-life integration (flexible office hours, state-of-the art equipment, education, team building events)
- A futureproof company with a clearly defined ESG-vision

SOUNDS LIKE A MATCH?

Send you CV with a motivation letter to: jobs@icn.eu

ICN

#strongertogether

