



Finance & Administrative Assistant

ICN is a Luxembourg-based investment fund specializing in Real Estate 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. 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, 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 & Administrative 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. Record, manage and reconcile various expenses and financial datas,
2. Help prepare balance sheets, income statements and other financial statements,
3. Participate in the analysis of financial data and prepare summary reports,
4. Contribute to optimizing financial processes and implementing internal controls,
5. Handle various administrative tasks such as correspondence, file management and archiving,
6. Liaise with service providers and external suppliers,
7. Fill various documents and maintain databases,
8. Organise & store sensitive information correctly,
9. Supports and performs administrative requirements for various committees and facilitate the completion of regular reports,
10. Other tasks as assigned,

Who we are looking forward to meeting a candidate with:

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

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- Strong communication skills
 - Detail-oriented
 - Excellent time management skills
 - 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 group located in Belgium (Brussels), Luxembourg 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)
- A futureproof company with a clearly defined ESG-vision

Sounds like a match?

Send you CV with a motivation letter to: [**jobs@icn.eu**](mailto:jobs@icn.eu)

ICN

#strongertogether

