

## Junior Accountant

- Directly reports to the Senior Accountant
- Department: Accounting

### Purpose of the position

#### Airline Passenger Accounting

Please note that the post holder will be fully trained by Air Belgium to the specificities of airline passenger accounting. There is no need of airline background but well accounting knowledge.

- To ensure the correct accounting of passenger's sales and timely revenue recognition
- To reconcile the cash in from different sources (acquirers) with passenger's sales
- To generate, book and follow up payments of invoices for passenger groups
- To process passenger refunds as per Air Belgium general conditions
- To liaise between Air Belgium Customer Service, Accounting, Commercial Dpt, Revenue Management and 3<sup>rd</sup> party Revenue Accounting partner in regards of passenger's sales and revenue
- To support Air Belgium Customer Service for passenger payment issues (double payments, rejected payments, ...)
- To support the development of new sales channel and form of payments
- To support the Business Finance Controller and Financial Analyst for pax sales and revenue reporting

### Dimensions

Budget: No direct budget authority

Staffing: No direct staff authority

### Position in the Company's organization chart



<b>Main activities and responsibilities</b>
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**Accounting**

- With the support of an outsourced accounting specialist based in Mauritius (MAUREVA), book passenger's sales in accounting with appropriate level of details
- Ensure the timely passenger revenue recognition as per Air Belgium's evaluation rules
- Reconciliation of passenger's sales report to cash in
- Process passenger refunds as per Air Belgium general conditions
- Generate passenger groups invoices as per instructions from the commercial department
- Follow up passenger groups invoices payments as per due dates
- Follow up Inter-airline billings and invoices via the airlines settlement tool and reconcile it with data from MAUREVA
- Ensure the accurate accounting, reporting and payment of passenger taxes
- Generate invoices for sales cashed in at stations check in and ticketing desks
- Assist the Business Finance Controller in defining the accounting processes and rules for passenger sales and revenue

**Other**

- Act as the liaison and communication facilitator between MAUREVA, the accounting dpt., the commercial dpt. and the different acquirers
- Supports the 2022 passenger's sales system change
- Supports the customer service for all passenger payment related issues
- Supports the commercial department in the development of new sales channels and form of payments
- Assist the financial analyst in the preparation of ad-hoc analysis for the Management, in the monthly reporting, year-end closure and during the budgeting and forecast process.
- Assist the external auditors in their work.
- Any other duties required by the financial department.

<b>Profile Requirements</b>
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**Self-behaviour**

- Display a positive, open and cooperative behaviour in order to facilitate a good relationship inside and outside the department, avoid and help solve conflicts.
- Is able to work independently and to setup best practices in collaboration with multiple departments
- Comply with Company policies, values and ethics.
- Comply with local, national legislations and health & safety standards.
- Report to hierarchy any hazards, non-compliances and risks whether to employees or to the company.

**Requirements and qualifications**

- Bachelor in Accounting or equivalent.
- Preferably 2 years' experience in finance / accounting (in aviation is a plus).
- Good knowledge of accounting law and principles.
- Fluent in French with intermediate knowledge of English (B1) mainly written (any other language is an asset).
- Very rigorous to ensure the application of Air Belgium accounting valuation rules.
- Strong ability to collaborate with different departments outside of accounting.
- Ability to work in a multi-cultural & multi-site environment.