



Expert Accounts Receivable

BRUSSELS

External Description

The Purpose

bpost group is always on the move. We create an environment for our people with challenging projects, inspiring collaborations and the latest technologies, with interesting job opportunities and training programs for everyone.

The Billing & Account Receivable team, made up of 7 people, is responsible for invoicing Belgian and international corporate customers for bpost SA and a number of bpostgroup subsidiaries operating in Europe. As part of the development of invoicing activities linked to the integration projects of our subsidiaries, we are looking for a Billing & Account Receivable Expert.

Your mission

Providing support to the Billing & Account Receivable (B&AR) Manager in the implementation and execution of processes and procedures, and problem solving to ensure optimal support to the team. The scope of activities covers bpost and several of its subsidiaries.

Contribute to the implementation of new internal projects in order to continuously improve work processes and procedures in a Lean and Agile manner.

Are these responsibilities a good fit for you?

1. Independently analyse the End-to-End processes for which the expert is responsible (including upstream and downstream activities specific to the B&AR department) and make proposals for improvements, applying Lean and Agile principles and using all the technological options available (robots, artificial intelligence, etc.).

Develop and implement changes to procedures and monitor the quality of execution to ensure optimum support for the team and its internal customers.

2. Adapting documentation (SOPs, etc.)

3. Supervise and support the management of B&AR transactional files in order to meet the needs of internal customers.

Collaborate in the development of the general framework for control procedures to ensure the accuracy and completeness of data.

To ensure the accuracy of the accounts moved by B&AR.

4. Participate in the implementation, management and improvement of IT tools and applications to ensure that the team has adequate and efficient systems, and act as key user for one or more applications. Including testing new releases of systems used by the B&AR team and upstream systems.
5. Facilitating and coordinating internal communication within the various departments of bpost and its subsidiaries for B&AR-related aspects in order to ensure transparent and co-ordinated communication flows.

Your profile

- You have a bachelor's degree in accounting or finance;
- You have at least 3 years' relevant experience;
- You have a good knowledge of accountancy (account receivable);
- You have in-depth knowledge of several areas such as accounting (BGAAP), financial applications and their ERP systems and software. Knowledge of Oracle Fusion is an asset;
- You have a basic knowledge of internal control;
- In-depth knowledge of the usual office applications (mainly Excel);
- In order to communicate with your internal and external counterparts, you must have a very good knowledge of French or Dutch, with a good level in English as well;
- You will be responsible for the ongoing optimisation of processes, procedures and regulations affecting the team, and for organising the implementation of these improvements.

Why bpost?

Like many other companies, we offer, in addition to a monthly salary, a wide range of benefits, including meal vouchers, hospitalization insurance, group insurance, disability insurance, 20 days' leave and 7 additional statutory leave days, an end-of-year bonus, double holiday pay and many benefits for more than 100 bpost partners.

This is where we really stand out:

- Decisions are taken here in Belgium. At the same time, you are part of an

international story, thanks to our many activities in Europe, US and Asia. In your role you will have a direct impact.

- You will find yourself in a company in a state of flux. Admittedly, this creates some complexity, but above all a lot of challenges and innovative projects.
- The atmosphere, the collegiality and the friendly bpost culture is unique. And we will prove it.
- You can focus 100% on your job, with optimal support from all our internal services.

As an international service provider of parcel and e-commerce logistics, we create real connections between millions of people, businesses and communities. Our team of +34,000 employees is our greatest asset in this story. Thanks to them, we continue to play a key role in our rapidly changing society.