



Integra is a leading petrochemical trading group with a unique combination of global reach, fast and effective communication, technical skills, market knowledge and an absolute commitment to customer and supplier partnerships. See more at: www.integra-global.com

For its **Distribution Business**, office to be based in the **Leuven area in Belgium**, **Integra SA** is looking for an

ACCOUNTING ADMINISTRATOR & ADMIN SUPPORT

As the **Accounting Administrator & Admin Support** you will be responsible for managing day-to-day accounting operations as well as ensuring smooth administrative support for the Belgium office. This role is ideal for a proactive, detail-oriented professional who enjoys working in a small, dynamic office environment and taking ownership of both financial and administrative support activities.

Key Responsibilities:

- Manage general accounting entries, including accounts payable, receivable, and bank reconciliations.
- Process supplier invoices, expense claims, and customer billing in accordance with Belgian VAT and accounting standards (BE GAAP).
- Prepare monthly journals and accruals; prepare monthly and year-end closings.
- Prepare monthly financial and management reports for HQ in Singapore, ensuring accuracy and adherence to group timelines.
- Liaise with the external accountant/ fiduciary for statutory reporting, VAT declarations, and annual accounts.
- Support budget preparation and cash flow monitoring in coordination with the finance department.
- Maintain accurate accounting files and documentation for audits and compliance.
- Support the daily office administration, including supplies, mail, answering the phone, rental matters and health & safety.

Requirements:

- Bachelor's degree in Accounting, Finance, or Business Administration.
- 3–5 years of accounting experience in Belgium, ideally in a small or medium-sized company.
- Solid understanding of Belgian GAAP and VAT.
- High degree of accuracy and attention to detail, ability to work independently.
- Service-oriented, flexible, and pragmatic approach to problem-solving.
- Fluent in English required (spoken and written); additional languages are a plus.

If you enjoy working in a dynamic & diverse environment, which values people as individuals and where mutual respect is part of the company environment, this may be the job for you!

If you are interested in the job, please apply confidentially via email with your CV to careers@integra-global.com. Only short-listed candidates will be notified.