



Position Description

International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA)

Location: IALA Headquarters 10 rue des Gaudines

78100 Saint Germain en Laye- FRANCE

Job title: **ACCOUNTING & ADMINISTRATIVE ASSISTANT**

Reports to: Finance and Administration Manager

Level/Grade: Non-executive employee

Type of position: Full time / permanent contract

Purpose of Job:

Under the direction of the Finance and Administration Manager, the Accounting & Administrative Assistant will perform accounting, logistical and secretarial duties to reinforce the Administration unit of the Organization.

Major Areas of Responsibility:

ACCOUNTING

- Provide day-to-day support with general and analytical accounting
- Ensure bank reconciliations
- Prepare and reconcile invoices (for both IALA and the Academy). Identify discrepancies and send reminders.
- Participate in annual audit (declaration of annual fees, calculation of provisions...)
- Prepare biannual reports for the Industrial Members Committee (IMC)
- Follow up of fixed assets
- Liaise with the Chartered accountant for social matters
- Assist with the administration of Leave and overtime
- Assist the Finance & Adm. Manager with accounting tasks related to any International or European Projects

ADMINISTRATION

- Ensure the distribution, registration and recording of in-coming mails/letters/fax
- Prepare business correspondences, including in Spanish
- Prepare letter of invitations for Academy events
- Assist in staff matters (medical check, training, canteen, recruitments...)
- Maintain inventory of office supplies, materials and consumables
- Be the point of contact with all the suppliers (renegotiation of contracts, equipment failure...) and ensure that services are well planned and well executed
- Fix problems with coffee machines, printers, videoconferencing, phone systems, and other office equipment
- Follow up of building matters (safety, security, works, insurance, maintenance, telephony...)
- Maintain digital and physical financial and administrative records

OTHER

- Transportation of staff or visitors with the IALA car and maintenance of the car
- Help organising specific meetings (preparation of badges, purchase necessary goods & beverage, check that microphones, TV screens, computers etc...are correctly connected, organize cleaning sessions during the Committee period, fit-out of the meeting rooms according to the number of participants...)
- Other duties as required

Assisted by:

- The Membership and Finance Officer
- Other staff members from the Administration section
- Other resources as required

Reviewed by:

Title: The Finance and Administration Manager

Approved by:

Title: The Secretary-General