

Aedifica is a Regulated Real Estate Company under Belgian law specialised in healthcare real estate, particularly in senior housing. Aedifica has developed a portfolio worth nearly €6 billion in Belgium, Germany, the Netherlands, Finland, Sweden, the United Kingdom, Ireland, and Spain. Aedifica has been quoted on Euronext Brussels (regulated market) since 2006 and is part of the BEL20 since 2020. To strengthen our Finance team in Belgium, Aedifica is looking for an

## Accounts Payable Analyst

The AP analyst will be reporting to the Senior Manager Corporate Accounting. In this role, you are involved together with the team in the daily operational Accounts Payable tasks.

### **Key responsibilities:**

#### **Accounts Payable**

- Manage the full accounts payable cycle from receipt of invoices to invoice processing (both 3<sup>rd</sup> party and intercompany); including uploading of invoices, invoice verification, matching purchase orders, entering the invoices into the accounting system, and obtaining necessary invoice approvals;
- Work closely with the different teams and support on Accounts Payable related questions (Creation of Purchase orders, Invoice status,...);
- Reporting: prepare weekly reports on invoice status and communicate to the different.;

#### **Vendor Master Data**

- Responsible for the day to day updates and maintenance of the SAP Vendor Master;
- Ensure the SAP Vendor Master data is updated based on approved request forms.

### **Profile:**

- You have a bachelor's degree in Accountancy;
- You can demonstrate 3+ years of accounting experience, preferably in an international environment or Real Estate;
- You have a good knowledge of BE GAAP and, any other GAAP (UK, DE, NL)/IFRS is considered as a plus;
- You have a good knowledge of MS Office;
- You are familiar with SAP ERP (eg. S4Hana);
- You are fluent in Dutch and French, and good knowledge in English both written and spoken; any other language of the countries Aedifica operates in is an asset;
- You pay attention to detail and accuracy with a strong analytical and critical mind;
- You are a team player with good stress management;
- You pay attention to deadlines and demonstrate flexibility to always respect them.

**We offer:**

- An exciting job with a varied range of tasks in a pleasant and collegial working environment;
- Working for a fast-growing listed entity such as Aedifica, you will have the opportunity to develop yourself on a permanent basis, through personal development and relevant training;
- A full-time contract of indefinite duration;
- An attractive salary, in line with your experience, supplemented with other fringe benefits;
- The opportunity to work from home up to 50% of your worktime.

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