



Job brief

We are looking for an ambitious Junior Accountant to provide support to the financial department by managing daily accounting tasks, as part of a young team of professionals working to maintain order and transparency for the company's finances and to automate the company's internal processes in order to increase effectiveness.

The ideal candidate will have a head for numbers, experience with MS Excel and strong analytical skills. The Junior Accountant will report directly to the Chief Accountant.

Responsibilities

- Check the fiscal and legal compliance of the accounting documents. Post and process journal entries to ensure all business transactions are recorded
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Update accounts payable and perform reconciliations
- Update accounts receivable and issue invoices
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Assist chief accountant in the preparation of weekly/monthly reports and monthly/yearly closings
- Assist with other accounting projects
- Assist the chief accountant in process automation projects

Requirements

- Excellent organizing abilities, deadline oriented and great attention to detail
- 1-2 years' experience in a similar job
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office
- Familiarity with MS Navision is a plus
- Diploma in accounting, finance or relevant economic field
- *Sense of humor would be highly appreciated 😊*