

ROLE: Junior Accountant

REPORTING TO: Chief Financial Officer

JOB DESCRIPTION

The ideal candidate will be part of the accounting department being responsible of operations accounting, payments and taxes fulfilment.

RESPONSABILIDADES Y FUNCIONES PRINCIPALES

The following responsibilities are not exclusive since they may be developed further, depending on the value, knowledge and learning of the selected person.

- Accounting and payment of supplier invoices, general and commercial costs, expenses notes, maintenances and notary's offices.
- Registration of unpaid invoices and accounting of banking transfers from unpaid.
- SII information sending and invoicing reconciliation.
- Support in the VAT tax declaration and reconciliation, the Intrastat declaration and the 349 form.
- Banking reconciliation.
- Control and documentary management of the "SGEF paper less" internal policy.
- Online registration of income (IRPF) and societies taxes.
- Verification and accounting accounts reconciliation.
- Collaboration in accounting monthly closure activities: monthly invoicing, amortizations, portfolio reconciliation and monthly accruals.
- Review of general costs of creditors' accounts.
- Management and support in requests and incidents (auditors, clients' information requests).
- Prorate monthly report.

COMPETENCES AND SKILLS

- Technician or Degree in Finance and Accounting.
- Minimum 5 years of experience as junior accountant in accounting/finance departments or in an accounting consultancy.
- Ability with accounting systems.
- High level user of Microsoft Office Suite.
- Level of English B1, knowledge of French being valuable.
- Analytical, methodical, integral and ethical person with the ability to make decisions and to work with the different departments of the company transversally. Professional used to work with a corporate view and written/spoken communication skills.