



Job Opportunity: Finance Specialist

Location: Onsite, Skopje Office

Company: Aim Management Dooel Skopje

Aim Management Dooel Skopje is seeking an experienced and highly motivated **Finance Specialist** to join our team in Skopje. This role requires a detail-oriented professional who can ensure the smooth execution of financial operations while maintaining the highest standards of accuracy and compliance. The successful candidate will provide vital support to our finance department.

Key Responsibilities:

- Processing invoices and credit notes from suppliers, matching the invoices to purchase orders, reviewing and processing staff expenses and making sure invoices are approved before payment
- Reconciliation of analytical cards with suppliers and customers
- Providing documentation to outsourced accounting and ensuring completeness of documentation
- Manage communication with banks and financial institutions
- Prepare daily and monthly payment runs based on due dates, coordinating with the Manager for approvals and setting up payment proposals in the banking system
- Issue outgoing invoices and ensure timely collection of receivables
- Coordinate with external auditors and tax professionals to ensure accurate filings and audits
- Preparing daily liquidity reports and provide support for financial analysis and forecasting as needed

Required Skills & Qualifications:

- University degree in economics, finance, accounting, or a similar relevant field
- Minimum of 5 years of relevant work experience in finance/accounting
- Certified Accountant in Macedonia (optional)
- Experience in an international company or group is considered an advantage
- Proficiency in using digital skills (MS Office), Advanced knowledge of MS Excel (including formulas, pivot tables, charts, data analysis)
- English proficiency, advanced level written and verbal
- Familiarity with North Macedonia VAT law and tax regulations
- Solid understanding of basic accounting principles and procedures
- Experience with general ledger functionalities and the month-end/year-end closing process

Preferred Attributes:

- Meticulous attention to detail and a systematic approach to work
- Ability to perform tasks effectively and punctually in a dynamic environment
- High level of independence and responsibility in meeting deadlines
- Strong team orientation and excellent collaboration skills
- Initiative and proactive approach to problem identification and resolution
- Strong organizational skills with the ability to prioritize tasks in line with business objectives

Type of Employment:

Full-time position covering a period of 12 months, with the possibility of contract extension based on performance and business needs.

Salary Range or Benefits:

Attractive remuneration package as well as benefits and incentives according performance.

How to Apply:

Interested candidates are invited to send their application documents (CV in English and Macedonian) to the following email address: mirjana.cvetkovska@aim.com.mk. The application deadline is 31.07.2025