

Solutionade is a Microsoft Business Applications company based in Skopje, Macedonia, with a strong focus and expertise on the Microsoft cloud stack of products and services, particularly Dynamics 365, Power Automate, Azure, and AI.

**Job Title: Finance and Office Specialist**

**Location:** Skopje – Onsite **Job Type:** Full-time

**About the Role**

We are looking for a detail-oriented and organized Finance & Office Specialist to support our daily financial operations and office administration. This role is ideal for a motivated individual at the beginning of their career who wants to gain hands-on experience in both finance and business operations.

You will work closely with the finance team and management to ensure smooth internal processes and an efficient office environment.

**Key Responsibilities**

- Assist with processing invoices, payments, and expense reports.
- Maintain accurate financial records and documentation.
- Support accounts payable and accounts receivable activities.
- Assist with bank reconciliations and transaction tracking.
- Support month-end closing and financial reporting tasks.
- Prepare basic financial summaries and reports as requested.
- Assist with audit preparation and compliance documentation.
- Manage incoming and outgoing correspondence.
- Maintain organized filing systems (digital and physical).
- Coordinate office supplies and vendor communication.
- Assist with travel arrangements and event coordination.
- Ensure smooth day-to-day office operations.

**Qualifications**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field (or currently pursuing).
- Up to 2 years of experience in finance, administration, or similar roles. Experience in accounting would be considered as an advantage.
- Basic understanding of accounting principles.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Strong organizational and time-management skills.
- Meticulous and attention to details
- Good communication skills, English proficiency.
- Proactive and responsible attitude.

**What we offer:**

- Opportunity to strategically impact the company's growth and financial success.
- Collaborative and supportive work environment.
- Professional growth and development opportunities.
- Private health insurance.
- SportMaster or FitKit as a wellbeing package.
- Team Building Events in the country and internationally.

If you are a young professional with a passion for driving business success through strategic financial and office management, we'd love to hear from you. To apply send your CV to [talent@solutionade.net](mailto:talent@solutionade.net) with the subject line "Finance and Office Specialist"