

EXCELLENT LEARNING & GROWTH OPPORTUNITY!

Job Title: Finance Assistant – International operations

Description

We are looking for an energetic, knowledge hungry, eager to learn finance assistant to support our head of finance with day-to-day transactions, maintaining financial data for global operations. With offices in multiple jurisdictions, the successful candidate will be working with different country laws and reporting requirements (although IFRS knowledge is expected to be consistent across).

Ultimately, you will help maintain our company's financial health and make sure we use our resources beneficially.

This position will be full-time based in our Skopje office, but due to the reporting line being in the Middle East, the assistant is expected to work from Sunday to Thursday from time to time (mainly during audit deadlines), although working hours will be from 9:00 to 17:00 as per Macedonian time. You will be reporting to Salience's Head of Finance and Compliance.

Job responsibilities include:

- Assist in day-to-day tasks for the department;
- Update financial spreadsheets with daily transactions, including bank transactions;
- Maintaining statement of accounts & ledgers for contractors & suppliers;
- Correctly prepare quarterly VAT filing documents and assist in quarterly filing processes;
- Prepare monthly expense reports and keep organised records;
- Organise incoming cost invoices and record accounts payable;
- Initiate weekly alerts for amounts due;
- Participate and support during budget preparation and audits (quarterly, bi-yearly, annual);
- Managing petty cash records;
- Drafting contracts and letters for review;
- Organise and keep track of important due dates for contracts, licenses, insurance renewals;
- Assisting with admin tasks, i.e. annual license, legal and insurance renewals;

Qualifications and requirements for the ideal candidate:

- Bachelor's degree in finance or accounting, ACCA certified is preferred;
- Basic knowledge of banking compliance, general company & legal laws;
- Minimum of 3-5 years of experience in handling similar work or has an equivalent combination of experience and education;
- Good knowledge of accounting and audit practices, and a willingness to increase IFRS knowledge;
- Attention to detail and strong analytical skills;
- Problem solver;
- Excellent English, verbal and written;
- Excellent Excel and PowerPoint knowledge;
- Ability to work extended hours as and when required;
- Eagerness and motivation to increase international business knowledge. During the three months' probation period, you will be working closely with the head of finance to learn and grasp important elements of data recording, organising and regional compliance;

Attractive package and excellent opportunity for knowledge of various jurisdictions. Serious candidates matching all or most requirements, can send a CV (English only) detailing relevant experience including full contact details for immediate and confidential consideration to jobs@salienceconsulting.ae.

Email subject title to be 'CV for Financial Assistant'.

Only those successful in the first round of shortlisting's will be contacted.