

INNOVATION LEADS THE WAY FOR FUTURE DEMANDS

AND YOU ARE THE RIGHT SOLUTION

IMMEDIATE ACCOUNTS CLERK (m/f/d)

JOB DESCRIPTION & RESPONSIBILITIES

Reporting to the Financial Controller, the selected candidate will be responsible for

- Data input and documentation processing (filing etc),
- Preparation and maintaining periodic reconciliations,
- Compiling and reporting statistical information to third party entities,
- Other day to day work within the department as necessary.

The ideal candidate must have:

- Strong interpersonal skills, and most importantly be a team player
- Excellent knowledge of Microsoft Excel and other Office applications
- A keen eye for detail, organised and accurate,
- Drive to work within tight timeframes in a challenging environment
- The ability to work with limited supervision, and adapt to new reporting or work practices
- Excellent command of written and spoken English with strong communication skills.

QUALIFICATIONS REQUIRED

Applicants must have:

- Accounts – A-level standard as a minimum
- be fluent in English language, both spoken and written.

Previous work experience in a manufacturing accounts department and basic knowledge of German Language will be considered as assets.

Part-Time or Work On Reduced Hours could be considered,

Application should include a covering letter together with an updated CV and to be sent by email.