



Junior Finance Assistant

Location: Impact Hub Universitate, Bucharest

Area: Finance Department

Contract type: Full-Time

POSITION SUMMARY

We are looking for a full-time finance assistant colleague. The main purpose of the role is supporting the Finance Department with administrative and accounting aspects.

IMPACT HUB BUCHAREST

Ever since its launch in 2012 when Impact Hub Bucharest has pioneered the concept of collaborative spaces for entrepreneurs and freelancers, the organization has been 100% a local business that supports startups, professionals, NGOs and corporations through coworking spaces, events venues and accelerations programs. We are part of Impact Hub global network with a community of 17.000 members in 50+ countries and more than 100 locations worldwide.

The qualities we are looking for:

- Attention to details, analytic thinking, orientation through efficient solutions
- Flexible, motivated, open-minded, proactive, willing to learn and to continuously improve and grow
- Hands-on approach and proven ability to work under pressure and to tight deadlines
- Team player with a positive attitude

The responsibilities include:

- ✓ Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- ✓ Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company
- ✓ Checks clients & providers balance, monitors the internal data entry for company's clients & providers
- ✓ He/she is support for collection activity: send notifications, check and confirms clients balance, performs corrections if needed



- ✓ Prepares all the required data & reports for credit documentation folders, letters of guarantee prolongations for our Banks
- ✓ Maintaining the relations with banks, suppliers, clients, authorities in cases related to the Accounting and HR activities

The experience we are looking for

- Bachelor's degree in Finance, Accounting or Economics
- Minimum 1 year experience in accounting department/ accounting company
- Proficient for MS Office package knowledge (Excel, Outlook, Word)
- Attention to detail, with an ability to spot numerical errors
- English - Advanced

What we offer

- A different way of making finances in a fast and continuously growing environment
- A lot of responsibility and autonomy: we want you to leave your mark
- Working with a diverse, highly skilled team
- We do things with energy, passion, and curiosity, and we're backed by our culture of innovation
- Several formal and informal opportunities for training and development

How to apply? Send us your resume at finance@impacthub.ro with the subject line Junior Finance Assistant - Job Application and answer in the email why you would like to work with us and what recommends you for this role. Deadline application: 25th of May 2021