



Finance Executive

Location: Impact Hub Universitate, Bucharest

Area: Business Development

Contract type: Full-Time

Work style: on-site but with flexible & hybrid options

Seniority: min 3 years of professional experience

POSITION SUMMARY

We are looking for a full-time Finance Executive colleague. The main purpose of the role is supporting the Finance Director with accounting aspects and in taking strategic and financial decisions for our business.

IMPACT HUB BUCHAREST

Impact Hub is an ecosystem that inspires and supports people to create social impact in the world through entrepreneurship. Our 10 years' experience in the local market incorporates co-working spaces and a series of acceleration and scaling programs. We are part of a global community of 26000+ impact makers spread over more than 100 locations worldwide.

You can find out more about us at [impacthub.ro](https://www.impacthub.ro/) or from our [Linkedin](#) page.

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

Your responsibilities include:

Accounting management

- Monitors the relation with the accounting company (documentation takeover, checking performance and data analysis for accounting recorded transactions) for 3 entities by preparing the folders with all required documents: clients & providers' invoices, receipts, reconciles bank accounts and files, manages pay desk/ cashiers, adds all the HR updates for payroll

- Prepares labor contracts and payroll, together with HR files and all the reporting related to the authorities or management
- Reconciles and corrects all the errors from accounting records, checks all the reports from the accounting company - VAT, trial balance (monthly, half-yearly, yearly), P&L, payroll – according to current legislation
- Maintains files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Monitors 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, sends notifications, checks and confirms clients balance, performs corrections if needed
- Prepares all the required data & reports for credit documentation folders, letters of guarantees prolongations etc. for our banks
- Makes all the necessary payments and bank accounts monitorization
- Supports alongside the Finance Director in managing the relation with all Regulatory Authorities in case of controls (such as Auditors, ANAF, etc.)
- Maintains the relation with banks, suppliers, clients, authorities in cases related to the Accounting and HR activities
- Prepares all specific reports for programs run by the organization with EU funds, corporate funds or foundations in a timely manner
- Ensures rigorous financial management and reporting of grants, programs and projects.

Financial and Reporting management

- Elaborates Cash - Flow previsions and performs Cash - Flow Management
- Performs financial planning and analysis, along with financial management (budget, forecast, cash - flow, P&L, balance sheet, consolidation)
- Prepares all monthly reporting and performs variances analysis between actuals / budget, and reporting significant issues to management - for all the business lines
- Participates alongside the Finance Director in elaborating/ updating the current accounting - financial company policies and internal decisions with financial & fiscal impact.

The position reports to: Financial Director and CEO

The experience we are looking for

- Solid accounting and fiscal knowledge
- Minimum 3 years' experience in accounting department/ accounting company
- Minimum 2 years' experience in monitoring European Funds Projects.
- Proficient MS Office package user (Excel, Outlook, Word)

- English – Advanced user

What we offer

- Working in the most inspiring space dedicated to entrepreneurs and diverse community of skilled professionals.
- Being part of a community of impact entrepreneurs; being part of a fast-growing local business and global network.
- A lot of responsibility and autonomy: we want you to leave your mark.
- Working with a diverse, highly skilled team.
- Several formal and informal opportunities for training and development.

To apply:

Applications will be accepted until May 15th. However, we will run interviews with selected applicants as soon as we receive applications and may decide earlier than that - so being entrepreneurial and applying fast is important.

How to apply?

Send us an e-mail at jobs@impacthub.ro with the subject Finance Executive containing your resume and a concise motivation letter.