

Finance Analyst – Finance Team

Location: Impact Hub Universitate, Bucharest

Area: Business Development

Contract type: Full-Time

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

Seniority: min 3 – 5 years of professional experience

POSITION SUMMARY

We are looking for a full-time Finance Analyst – Finance Team 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 12 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.

The qualities we are looking for:

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

The responsibilities include:

- ✓ Monitors the relation with the accounting company (documentation takeover, checking performance and data analysis for accounting recorded transactions) by preparing the folders with all required documents: clients & providers' invoices, receipts, reconciles bank accounts and files
- ✓ 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
- ✓ Invoicing according to the agreements
- ✓ Manages accruals and prepayments
- ✓ Reconciliation of accounts with suppliers/clients
- ✓ Processing of payment orders and manage banking applications
- ✓ Ensures the correctness of payroll statements and their correct registration in accounting registers
- ✓ 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
- ✓ Supports alongside the Finance Director in managing the relation with all Regulatory Authorities in case of controls (such as Auditors, ANAF, etc.)
- ✓ 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.
- ✓ Provide support in the audit processes during the year

The position reports to: Financial Director and CEO

The experience we are looking for

- Solid accounting, payroll and fiscal knowledge
- Minimum 3 – 5 years experience in accounting department/ accounting company
- Proficient MS Office package user (Excel, Outlook, Word)
- English – Advanced user
- Studies in the financial accounting field and certifications such as CECCAR are a must

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.

How to apply?

Applications will be accepted until March 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.

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