

FINANCIAL AND ADMINISTRATIVE ASSOCIATE

Knowledge is our raison d'être. By using our knowledge and experience, we, at HVH consulting, create solutions of the highest professional quality for our clients – solutions that are based on a humanistic outlook and that contribute to good living and working conditions for people and a sustainable development.

THE MAIN RESPONSIBILITIES OF THE POSITION:

- Advisory functions in relation to accounting and finance, corporate, project and structured financing;
- Maintenance day-to-day documents (invoices, receipts, cash registers, consumption, etc.) in ERP and DMS systems.
- Prepare monthly reports that include reconciliations of accounts payable, accounts receivable, stocks and discusses;
- Ensures all finance and accounting transactions of the site are timely and correctly executed;
- Assures that the HR administration, finance and accounting activities are performed in accordance with the clients' finance and accounting policies and standards;
- Participation in preparation of financial statements and management reports;
- Performs monthly reviews and analysis of the site's financial statements and management reports and presents the results;
- Ensures compliance with any Social Security, Tax, VAT, Intrastat and labour other requirements by the local authorities;
- Manages the cash flows and sustains relationships with local banks and other financial institutions;
- Continuously improves the service level and efficiency of the accounting and finance functions and processes in line with the defined procedures through establishing and tracking KPI's;
- Assisting in originating, developing and facilitating negotiations / structuring and execution of allocation of Corporate and Project and Structured Finance transactions;
- Conducting investigations and analysis into the financial and commercial state of clients;
- Financial modelling and providing innovative financial solutions to clients;
- Overseeing proper execution of a projects in compliance with all regulatory, market and bank requirements, standards and practices;
- Managing the ongoing financial monitoring process of projects;
- Supporting Business Advisory projects related to finance and administration.

REQUIREMENTS:

- University degree in Accounting, Finance, Economics or related;
- Relevant experience in the accounting, corporate and structured and project financing is an asset;
- IFRS (international financial reporting standards) knowledge would be a plus;
- Strong analytical and organizational skills;
- Specific skills and background in financial modelling and analysis;
- Excellent command in English,
- Advanced computer literacy (Excel, PowerPoint, PowerBI and etc.)
- Good level of negotiations skills;
- Proactive and dynamic personality, orientated towards achievement of results.

BENEFITS:

- professional development opportunities;
- initial and on-going training ensured;
- Office in Sofia city centre, communicative location (close to the Serdica Metro Station).
- inspiring CSR program;
- inclusive working environment.

If you are a self-motivated, knowledge driven, team player, with I-can-do attitude, excited about taking on new challenges and always looking for ways to improve, we'd like to meet you:

APPLICATION DETAILS:

- Reference number: HVH_Associate_FA_0220 open by 15 June 2020
- How to apply: Please send your current CV and motivational letter at: HVH@SREDA.NET

The submission of personal data is voluntary, its processing, use in the recruitment process and safe-keeping will be in compliance with the provisions of the Law for Protection of Personal Data and relevant EU law. The individual may request amendment or deletion of her/his personal data.

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