



## Junior Accountant (Italian market)

Herensys Technologies (<https://www.herensys.com>), a dynamic team with an international profile in IT recruiting and employment outsourcing seeks to expand its team in Albania and welcomes applicants for the **Junior Accountant** position who will operate on our projects in Albania and Italy.

**Location:** hybrid

**Type:** Full-time (Monday to Friday)

### What are the responsibilities?

- Post invoices and process supplier payments
- Analyse staff and corporate card expenses
- Handle bank and VAT reconciliations, implement credit control
- Process monthly accruals, prepayments, and journals
- Perform month-end and year-end accounting processes, also the monthly reports for the management team
- Prepare accounts up to trial balance
- Maintain fixed assets register and nominal ledger
- Ensure all financial records are compliant
- Assist with budget preparation
- Submit the input tax credit and handle company insurance policies
- Ensure processes and tasks are compliant with current legislation and always compliant with the company standards
- Act as point of contact across departments and handle ad-hoc duties when required

### What do you need to perform well in this position?

- Ideally 1 year of proven experience in an accounting position, but not a must
- Degree in Finance & Accounting, postgraduate tax studies would be a bonus
- Experience in the use of Sage and Microsoft packages
- Ability to follow procedures and work within pre-set deadlines
- Teamwork attitude and aptitude to communicate effectively
- Ability to contribute to process improvement and procedural adjustments
- Excellent Italian & English skills

### What we offer:

- Young and international working environment team
- Opportunity for professional development
- Flexible working hours
- A high degree of autonomy, responsibility, and ownership of the accounting process

Interested applicants are invited to submit a CV in English by October 31st, 2022 to [recruiting@herensys.com](mailto:recruiting@herensys.com)

*Applications are assessed as they are received. Only shortlisted candidates will be contacted. Thank you for your application!*