

Finance & Administration Junior Specialist

We are an international technical service provider with over 200 technicians delivering services to industry and energy sectors around the world. Our DNA is half-Danish and half-Polish. Currently we are looking for a competent, well-organized employee who is interested in finance.

As a part of our team you will support the Team with:

- Payments domestic and foreign, incl. in foreign banks
- Polish and Danish accounting processes
- Reviewing and reconciliation of employee expenses
- Reviewing and follow-up on settlements with subcontractors
- Reviewing and reconciling of suppliers account balances, investigating on discrepancies
- Participating in month end closing
- Other ad hoc tasks in field of internal reporting, invoicing & payment monitoring, cooperation with financial institutions, administrative tasks

You are a perfect candidate if you:

- Are good in English, spoken and written
- Have a good understanding of general accounting principles and AP finance area
- Are well-organized and pay attention to details
- Think analytically
- Have an experience from an international organization as an advantage

We offer:

- Employment contract and attractive salary aligned to your skills, experience and performance
- Challenging job in an established, well run, of high standards company where your opinion matters
- Work within Scandinavian corporate culture with high level of independence and openness to people of all nationalities
- Friendly atmosphere in a well-organized, ergonomic and a pleasant office in the city center
- Private medical care for you and your family after 6 months of employment
- Integration parties
- Professional training and courses financed by the company

If you are interested in this position, please send us your application (CV + cover letter + relevant references and documentation for education in one PDF file) in an email to **job@eryk.com** and mark it "Finance & Administration Junior Specialist". We reserve the right to contact only selected candidates.



Please include: "I hereby consent to processing of my personal data included in my job application for the needs of the current and future recruitment processes (according to the Personal Data Protection Act of 29.08.1997, Dz.U. No. 133 item 883)" Providing personal data in a CV is voluntary but necessary for the recruitment process. Personal data will be processed pursuant to Article 6 para. 1-point a and c of the general regulation on the protection of personal data of April 27, 2016. At any time, you can withdraw your consent by contacting us at hr@eryk.com. The administrator of personal data is Eryk Sp. Z o.o. with headquarters in Szczecin, ul. Brama Portowa 1, 70-225. Personal data will be processed until the completion of recruitment, but no longer than three months from the date of recruitment completion. Please include: "I hereby consent to processing of my personal data included in my job application for the needs of the current and future recruitment processes (according to the Personal Data Protection Act of 29.08.1997, Dz.U. No. 133 item 883)"